GRIMES COUNTY, TEXAS

PERSONNEL POLICY MANUAL

Original Policy Adopted March 26, 2007


Effective December 21, 2020
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Welcome to Grimes County!

We are excited to have you as an employee of Grimes County. You were hired because the elected official, appointed official or department head believes you can contribute to the success of Grimes County and share our commitment to serving the public and our constituents with excellence.

Grimes County is committed to providing excellent service to the public in all of our county offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This manual contains some key policies, benefits, and expectations of Grimes County, and other information you will need. Each elected official, appointed official, or department head may also have adopted his/her own department policies which compliment our Grimes County manual.

Your job, every job, is essential to fulfilling our mission of serving our County constituents everyday and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Grimes County employee. You should use this manual as a ready reference as you pursue your career with Grimes County. Please consult with your elected official, appointed official or department head regarding questions you may have concerning this manual.

Welcome aboard!

Sincerely,

[Signatures]

County Judge

Commissioner Precinct 1

Commissioner Precinct 3

Commissioner Precinct 2

Commissioner Precinct 4
EMPLOYEE ACKNOWLEDGMENT

I have received my copy of the Grimes County Personnel Policy Manual that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual, and I understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Grimes County Personnel Policy Manual is not a contract of employment. I understand that I am an "at will" employee and that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this manual is intended only to provide guidance in understanding Grimes County policies, practices and benefits. Except for the policy of "at will" employment, I understand that Grimes County retains the right to change this manual and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Grimes County employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for myself and my fellow workers, to continually make suggestions for improvements and to display a spirit of teamwork and cooperation.

I understand that I may be subject to reasonable suspicion or post-accident drug and alcohol testing. If I am required to have a Commercial Driver's License (CDL) for my county position or if I am considered to have a "safety sensitive" position (see page 40 for list of "safety sensitive" positions), I will be subject to random, reasonable suspicion and post-accident drug and alcohol testing.

If I leave the employment of the County, I agree to return this manual to my supervisor.

I have read these policies and understand these policies and I agree to abide by and adhere to these policies.

______________________________
Signature of Employee

______________________________
Printed Name of Employee

______________________________
Date Signed
RESOLUTION

WHEREAS, Grimes County officials desire to have a clear and understandable personnel manual for their employees, and;

WHEREAS, a personnel policy manual will help Grimes County comply with current employment laws and standards, and;

WHEREAS, a personnel policy manual will allow for the implementation of a more effective county government which will benefit the citizens of Grimes County through more efficient standards, and;

WHEREAS, the Grimes County Commissioners Court approved, adopted, and accepted a personnel policy manual on or about March 2007, and;

WHEREAS, the Grimes County Commissioners Court updated and amended the personnel policy manual on or about December 27, 2011, June 14, 2016, and April 25, 2017 and;

WHEREAS, the Grimes County Commissioners Court desires to update and amend the personnel policy manual amended on or about April 25, 2017, and;

WHEREAS, any and all other previous personnel policy manuals, implied policies, informal policies, verbal policies and written contracts whether known or unknown, are hereby rescinded and declared null and void;

NOW, THEREFORE BE IT RESOLVED, that on this 23rd day of May, 2017, the Grimes County Commissioners Court does hereby approve and adopt the Grimes County Personnel Policy Manual attached hereto, and it shall be in effect from May 23, 2017 until rescinded by official order or resolution of the Grimes County Commissioners Court.

[Signatures]

Commissioner Precinct 1

Commissioner Precinct 2

Commissioner Precinct 3

Commissioner Precinct 4

County Judge
The following elected officials, appointed officials and department heads agree to abide by and fully implement the policies contained therein:

[Signatures]

County Attorney

County Tax Collector

District Attorney

Constable Precinct 1

Constable Precinct 2

Constable Precinct 3

Commissioner Precinct 1

Commissioner Precinct 2

Commissioner Precinct 3

Justice of Peace, Pct 1

Justice of Peace, Pct 2

Road and Bridge Eng./Adm.

Juvenile Probation Dept.

Human Resources Department

Adult Probation Dept. (CSCD)

Agrilife Extension Office
GENERAL POLICIES
I. COUNTY EMPLOYMENT

A. POLICY ON EMPLOYMENT AT WILL

1. All employment with Grimes County shall be considered "at will" employment.

2. No contract of employment shall exist between any individual and Grimes County for any duration, either specified or unspecified.

3. No provision of this Personnel Policy shall be construed as modifying your employment at will status.

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

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

6. Employees of Grimes County shall have the right to leave their employment with the County at anytime, with or without notice.
B. POLICY ON EMPLOYEE STATUS

Each county position has an employee status that identifies how the position is paid and how benefits are granted by Commissioners Court. This policy defines both health insurance and retirement benefits. The status of an employee cannot be changed without the approval of the Commissioners Court. Full time employees will be eligible for health insurance. All other classifications must be included in the county initial and/or standard measurement periods for the Affordable Care Act.

1. REGULAR FULL TIME
A full-time employee shall be any employee in a position which has a normal work schedule of at least 30 hours per week. Full time employees are eligible for county health insurance and retirement benefits. Other county policies will dictate eligibility for other benefits. Employees may be non-exempt, hourly employees or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime compensation. Grimes County makes exempt status determination based on the Fair Labor Standards Act.

2. REGULAR PART TIME
A part time employee shall be any employee in a position which as a normal work schedule of less than 30 hours per week. All regular part time employees must be placed on TCDRS retirement regardless of the number of hours worked per week. Other county policies will dictate eligibility for other benefits.

3. TEMPORARY SEASONAL
A temporary seasonal employee shall be any employee who is hired into a position that lasts six (6) or less months and begins at approximately the same time each year. Examples may include but are not limited to lifeguards, summer mowers, and election workers. The county must define and document the season that the employee is being hired for. Seasonal employees can be either part time or full time and they do not qualify for health insurance through the county under the Affordable Care Act. Temporary seasonal employees are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

4. REGULAR VARIABLE HOUR
A variable hour employee shall be any employee for whom the county cannot determine the average amount of hours that the employee will work each week — hours are variable or indeterminate at the time of the employee’s start date. If the employee works an average of thirty (30) or more hours a week in the measurement period, the employee will be eligible for health insurance through the county under the Affordable Care Act. If an employee’s schedule becomes regular, then the employee shall be reclassified as full or part time depending on the hours worked. Regular variable hour employees are eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

5. TEMPORARY PART TIME
A temporary short term part time employee shall be any employee who is expected to work less than thirty (30) hours each week in a position that is expected to last for a specific period of time or until a specific project is completed, but not longer than 12 months. If this project goes beyond 12 months, the employee will move into a regular part time status. Temporary short term part time employees are not entitled to any benefits under the Affordable Care Act and are also not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

6. EMPLOYMENT AT WILL
All employees are considered to be “at will” employees as defined in the Policy on Employment at Will, and employee status shall not be considered a contract of employment.
C. POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

It shall be the policy of Grimes County to be an equal opportunity employer.

Race, color, religion, national origin, sex, age, disability (as defined by the Americans with Disabilities Act, as amended (ADA)), genetic information, pregnancy, veteran status, or any other condition or status protected by law 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 exists.

If an employee needs an accommodation as a result of a condition or status protected by law, please advise your Elected Official, Appointed Official, Department Head, or the County Attorney.
D. DRESS CODE

Grimes County expects all employees to be well groomed, clean, and neat at all times. Each department head will determine the type of attire that is acceptable. You are required to act in a professional manner at all times 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.

If you require specific dress attire for religious beliefs, please consult with your elected official, appointed official, department head or human resource director.
E. AMERICANS WITH DISABILITIES

Grimes County is committed to the fair and equal employment of individuals with disabilities. It is Grimes County’s policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the County. In accordance with the ADA, as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees. Reasonable accommodations shall be determined through the interactive process of consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

It is the policy of Grimes County to prohibit any harassment of, or discriminatory treatment of employees based on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported to your elected official, appointed official, department head or the County Attorney. All Elected Officials, Appointed Officials, Department Heads, and employees with responsibilities required knowledge are instructed to treat the employee’s disability with confidentiality.
F. POLICY ON EMPLOYMENT COMMENCEMENT

1. APPLICATION
a. Before an individual can be considered to be an applicant for employment with Grimes County, he/she shall be required to complete a Grimes County Application for Employment. EXCEPTION: The Grimes County Sheriff's Office has its own employment application, which requires information specific to law enforcement applicants. The Grimes County Sheriff's Office will not accept the Grimes County Application for Employment. Grimes County Sheriff's Office applications are available at the Sheriff's Office or via the department's website, www.grimescountyso.org.

b. Copies of the Applications are available from the County Human Resources Department and may be picked up any time during the normal working hours for that office.

c. An applicant must be a least 18 years old in order to be employed with Grimes County and provide valid documentation of such unless he/she is in a school-approved program.

d. All potential job applicants may be subject to a pre-employment drug screening and a criminal background check.

2. JOB POSTING
Job openings that occur through resignations, transfers, promotions, newly-created positions, retirements, death, or vacancies that have been previously budgeted but not filled may be posted internally for filling of such vacancies by eligible county employees first for three (3) working days, and then if the position is not filled by an internal candidate, it will be posted for five (5) working days for the general public to apply. A copy of the internal and external openings will be posted in the courthouse annex on the bulletin board.

3. EXAMPLES
For examples of internal and external job openings contact the Human Resources Department.

4. SELECTION
Each elected official, appointed official, department head, or his/her designee shall be responsible for selecting the applicant who he/she feels best meets the qualifications for an open position in his/her department.

5. DISQUALIFICATION
An applicant shall be disqualified from consideration for employment if he/she:
   a. is less than 18 years old and not in a school approved program;
   b. does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying;
   c. has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
   d. has committed or attempted to commit a fraudulent act at any stage of the application process;
   e. has a pre-employment drug screen which indicates the presence of illegal drugs in the applicant's specimen;
   f. has a criminal history that, in the discretion of the elected or appointed official, department head, or designee, indicates an applicant would be inappropriate for the position sought; or
   g. is not legally permitted to hold the position.

6. PERSONNEL FILES
The Grimes County Human Resources Department will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, drug screen results, and criminal background check results, as well as, records concerning performance, discipline, and compensation.
It is important that the personnel records of Grimes County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W2's returned, Grimes County requests employees to promptly notify the Human Resources Department of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information.

Each employee or official of Grimes County and each former employee or official shall choose whether to allow public access to the information in the custody of Grimes County that relates to the person’s home address, home telephone number, or social security number, or that reveals whether the person has family members. Each employee or official and each former employee and official shall state that person’s choice regarding access to the information described above to the Human Resources Department in a signed writing not later than the 14th day of the date on which (a) the employee begins employment with Grimes County, (b) the official is elected or appointed or (c) the former employee or official ends service with Grimes County.

7. NIMS CERTIFICATION POLICY
Employees in offices mandated by applicable regulations to obtain National Incident Management System (NIMS) certification(s) shall have sixty (60) days from the date of hire to begin the process to obtain such certification(s) and 180 days to complete such certification(s). Consult with the Emergency Management Coordinator to determine whether you are required to become NIMS certified.

8. REQUIRED TRAININGS
Because a working knowledge of the application of laws related to Open Meetings and Public Information is important for all county employees, all employees are encouraged to familiarize themselves with such laws.

Please contact the Human Resources Department for additional information about the required trainings detailed above.
G. POLICY ON NEPOTISM

In accordance with the Texas Nepotism Statutes (Texas Government Code Chapter 573), an elected or appointed official of Grimes County shall not hire a relative related within the third degree by consanguinity (blood) or the second degree by affinity (marriage) to work in a department which he or she supervises.

The civil law method shall be used for determining degree of relationship. (See the Charts that follow).
Consanguinity Kinship Chart
(Blood)

TEXAS NEPOTISM CHART
CIVIL LAW METHOD
Affinity Kinship Chart
(Marriage)

TEXAS NEPOTISM CHART
CIVIL LAW METHOD
II. WORK RULES AND EMPLOYEE RESPONSIBILITIES

A. POLICY ON ATTENDANCE AND TIMELINESS

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

2. TARDINESS
   a. Each employee shall be at his or 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.
   b. 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.

3. 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 is reasonably practicable of the circumstances causing the tardiness or absence.

4. EXCUSED AND UNEXCUSED
   a. Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.
   b. Unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

5. ABANDONMENT OF POSITION
   An employee who does not report for 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.
**B. EMERGENCY CLOSING**

Grimes County Commissioners Court has adopted the following emergency closing procedures:

1. Whenever a Grimes County Commissioner, the County Judge or the Emergency Management Coordinator has reason to believe that an emergency situation exists (or is imminent) necessitating closure of County facilities, an emergency meeting of the Grimes County Commissioners Court shall be held to consider official action if time permits.

2. If, in the opinion of the County Judge, or, in his/her absence, of the senior available County Commissioner, insufficient time exists to hold an emergency meeting of the Commissioners Court, then that individual shall, based on concern for the safety of County employees and other citizens as well as interest in the availability of governmental services, determine whether to close county facilities in whole or in part.

3. Once a decision has been made to close any governmental facility, the County Judge or County Commissioner making the decision or his/her staff shall make every attempt to notify local media to inform citizens of such closure and shall have the County website updated to reflect such closure. Affected County department heads will also be notified of the closure.

4. In the event that an emergency closing is ordered by the Commissioners Court, regular full-time employees will be paid their regular wages as the day will be recorded as an official closed 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, personal leave, Family and Medical Leave Act (FMLA) or leave without pay during a period of emergency closure shall have their leave recorded as scheduled.

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

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

6. When there is an official emergency closure of County operations, any non-exempt (as defined by the Fair Labor Standards Act as amended (FLSA)) essential personnel who are required to work will be compensated at 1 ½ times their hourly rate at the discretion of the County Judge depending on the circumstances at that time. Essential personnel may include Sheriff's Office personnel, Road & Bridge crews, Emergency Management personnel and/or other personnel designated by the County Judge, County Commissioners, Sheriff or other Elected Officials/department heads.

   There may be instances wherein only certain facilities 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.

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

Approved by Commissioner's Court 2/7/2018
C. SMOKE FREE WORKPLACE

Grimes County endeavors to provide a healthy environment. Therefore, smoking or burning of tobacco or use of electronic cigarettes ("e-cigarettes") in and within fifteen (15) feet of entrances of all buildings and facilities owned, leased, rented and/or operated by Grimes County, Texas with Grimes County personnel is prohibited.

In addition to constituting a violation of this policy, Texas Penal Code Section 48.01 provides that a person commits an offense if he/she smokes tobacco or is in possession of a burning tobacco product in certain public places. A violation of such statute is punishable as a Class C misdemeanor with a fine not to exceed $500.00.
D. CHILDREN AT WORKSITE

For the security and safety of the County and its employees, an employee may not bring his/her children to the job site. The following exceptions may apply:

1. An employee may bring his/her child/children to the job site only during an emergency in which the employee cannot provide for the adequate supervision of his/her child/children during that emergency. The emergency must be resolved as promptly as possible. Children's visits beyond one (1) hour will require written approval from the employee's supervisor, the elected or appointed official, or department head.

2. An employee may have an occasional visit by his/her children at the job site. An occasional visit means a visit of not more than once per month lasting not more than one hour.

3. The elected or appointed official, department head, or supervisor may allow children 10 years of age or older for recognized educational programs, such as parent-child work days or shadow programs sponsored by a recognized organization. The elected or appointed official, department head, or supervisor shall approve, in writing, such visitations.

4. The elected or appointed official, department head, or supervisor may approve other visitation, in writing, as the circumstances warrant.

5. An employee who is permitted to bring his/her child/children to the job site must strictly supervise said child/children so that other employees may not be disturbed during their employment and so that the security and safety of all employees and the child/children are promoted.

Each Elected Official shall decide the rules for their individual office.
E. POLICY ON CONFLICT OF INTEREST

1. CONFLICT OF INTEREST
Employees of Grimes County shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee’s job efficiency or ability to make objective decisions in regard to his/her work and responsibilities as a County Employee.

Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination and these actions may have criminal consequences for employees.

2. 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 County 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;
   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.
F. POLICY ON POLITICAL ACTIVITY

1. POLITICAL ACTIVITY
   a. Employees of Grimes County shall have the right to support candidates of their choice and to engage in political activity during their personal time.
   
   b. County employees shall not:
      i. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
      ii. 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 on County time; or
      iii. Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.
G. ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

1. GRIMES COUNTY’S MESSAGE:
Each of us should be able to work in a happy and satisfying environment free of discrimination and free of any form of harassment based on race, color, religion, age, gender, sexual orientation, pregnancy, national origin, disability, marital, genetic information, family or military leave status, veteran status, or other protected status.

Grimes County wishes to ensure that no Grimes County employee is subjected to harassment. Therefore, any offensive physical, written or spoken conduct, including conduct of a sexual nature, is prohibited while at work. It is a violation of this policy for any employee, supervisor, or manager, male or female, to engage in the acts or behavior categorized below.

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. Sexual harassment shall include, but not be limited to: unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where (1) the submission to such conduct is either an expressed or implied condition of employment; or (2) the submission to or rejection of such conduct is used as a basis for an employment decision affected the harassed person; or (3) 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.

In order to ensure that this policy has the intended effect, each employee shall report any violations of the policy as soon as they occur by utilizing the complaint procedure set forth in this document.

If any employee believes that he/she is being subjected to any form of harassment or discrimination such alleged harassment should be brought to the attention of the employee’s supervisor, department head, or elected/appointed official. The very nature of harassment or discrimination makes it virtually impossible to detect unless the person being harmed registers his or her discontent with the appropriate management representative. Consequently, each affected employee should report such offensive conduct or situations immediately. Such reporting employee may report offensive conduct or situations to his/her supervisor or manager. If the reporting employee’s manager is the person who is responsible for the harassment or if the reporting employee has reported the harassment to the manager and no action was taken, then such conduct or situations should be reported to the Human Resources Director. If an affected employee wishes to file a formal complaint, the complaint procedure set out in this policy should be followed.

Common courtesy and decency dictates that we treat each other with respect. Grimes County asks each employee to commit to this policy by policing his/her own behavior which could hurt a coworker. Should there be any questions, they should be directed to the Human Resources Department.

2. GRIMES COUNTY’S ANTI-HARASSMENT POLICY
a. POLICY STATEMENT
Grimes County strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of each County office 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 to the mission of each office. For that reason, Grimes County will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Grimes County will seek to prevent, correct and discipline behavior that violates this Policy.

All employees, regardless of their position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the seriousness of the allegation, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.
b. PROHIBITED CONDUCT UNDER THIS POLICY

i. Discrimination
   - 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, marital status, genetic information, family or military leave status, veteran status, or other protected status.
   - 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.
   - Discrimination in violation of this policy will be subject to severe sanctions up to and including termination.

ii. Harassment
    Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and Grimes County 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 or her ability to perform his or her job. Such conduct becomes harassment when (1) the submission to the conduct is made a condition of employment; (2) the submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct creates an offensive, intimidating or hostile working environment or interferes with work performance. Examples of Harassment include but are not limited to:
    - Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, disability, or appearance, including epithets, slurs, and negative stereotyping.
    - Non-verbal: Distribution, display or discussion of 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.

iii. Sexual Harassment
    Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons...when...submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose or effect of...creating an intimidating, hostile, or offensive working environment."
    Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:
    - is made explicitly or implicitly a term or condition of employment, or
    - is used as a basis for an employment decision, or
    - unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive 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 morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.
Examples of conduct that may constitute sexual harassment include but are not limited to:

- **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), verbal abuse or “kidding” which is oriented towards a prohibited form of harassment and which is sexually-oriented and considered unwelcome.

- **Non-verbal:** The distribution, display, or discussion of any written or graphic materials, including but not limited to calendars, posters, and cartoons, that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, or e-mails, that is sexual in nature.

- **Physical:** Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse or other sexually assaultive conduct.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees that are acceptable to and welcomed by both parties are not considered to be harassment or sexual harassment.

There are basically two types of sexual harassment:

- “Quid pro quo” harassment, wherein submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

- “Hostile work environment,” wherein the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work environment, whether it be supervisors or other employees. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

What you should do if you are a victim of sexual harassment:

- If you are the recipient of any unwelcome gesture or remark of a sexual nature, do not remain silent.

- Make it clear to the harasser that you find such conduct offensive and unwelcome.

- State clearly that you want the offensive conduct to stop at once.

- Consider going to the supervisor of the person harassing you, the employer cannot solve the problem if he or she is not aware of it. You may also do so if you find it uncomfortable to confront the individual engaging in the offensive conduct.

- If the conduct does not stop after you speak with the harasser or after you have gone to the harasser’s supervisor, you should then notify your supervisor. If the harasser is the supervisor, you should then notify the Human Resources Department.

- Review the complaint procedure set forth in this policy. If you decide to file a complaint, please contact the Human Resources Department and fill out the complaint form attached to this policy or otherwise document such complaint.¹

¹The Employee Complaint Form is attached on page 113 of this manual.
• You may wish to keep a written log of all incidents of harassment, noting the date and time, place and persons involved, and any witnesses to the event.

iv. Consensual Sexual Relationships:
• The County strongly discourages romantic or sexual relationships between a supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the employee. Moreover, given the uneven balance of power within such relationships, consent by the subordinate employee is suspect and may be viewed by others or, at a later date, by the subordinate employee himself or herself as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect which is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

• As in all cases, the burden of proving sexual harassment rests with the accuser. However, when charges of harassment are brought by the subordinate employee during or subsequent to such a relationship and the supervisor claims that the relationship was consented to by the employee, the burden will be on the supervisor to prove that the relationship was consensual and voluntary.

• If any Grimes County employee enters into a consensual relationship which is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her) or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the elected/appointed official or department head. Although the parties may feel that what they do during non-working hours is their business and not the business of the office, because of potential issues regarding "quid pro quo" harassment, Grimes County has made this a mandatory requirement. This requirement does not apply to employees who do not work in the same department, or to circumstances wherein neither party supervises or otherwise manages responsibility over the other.

• Once the relationship is made known to the elected/appointed official or department head, such individual will review the situation with the Human Resources Director in light of all the facts (reporting relationship between the parties, affect on co-workers, job titles of the parties, etc.), and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved and there is a job in another department available, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision or the volunteering party is not chosen for the position to which he or she applied, the parties will contact the Human Resources Director, who will decide which party should be moved. That decision will be based on which move will be least disruptive to the County as a whole.

• If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

c. RETALIATION
i. No hardship, loss, benefit, or penalty may be imposed on an employee as punishment for:
   • filing or responding to a bona fide complaint of discrimination or harassment;
   • appearing as a witness in the investigation of a complaint; or
   • serving as an investigator of such a complaint.

ii. Retaliation or attempted retaliation is a violation of this policy, and anyone who does so will be subject to severe sanctions up to and including termination.
3. **THE COMPLAINT PROCESS**

Any person electing to utilize this complaint resolution procedure will be treated courteously. The problem will be handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action. The registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment status. While the reporting of such incidents may be a difficult personal experience, allowing harassment activities to continue will likely lead to less desirable outcomes. For that reason, employees are strongly urged to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

a. **RESPONSIBILITIES**

i. All Grimes County employees must share the responsibility of understanding and preventing discrimination and harassment. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the injured person. Individuals who believe they have been discriminated against or harassed have the primary obligation of informing their supervisor or the Human Resources Director or member of the Commissioners Court of the act of discrimination, harassment or retaliation by recounting specific actions or occurrences whenever possible.

ii. Elected/appointed officials, department heads and supervisors have the special responsibility as possible agents of the County to act promptly to eliminate any discrimination or harassment which exists in their areas of responsibilities. If an elected/appointed official, department head, or supervisor knows that discrimination, harassment or retaliation is occurring, or receives information that discrimination, harassment, or retaliation might be occurring, he or she must take immediate action to address the problem. Such action may include, but is not limited to, speaking directly with the injured person, developing a specific account of the actions, omissions, or occurrences that are alleged to be discriminatory, consulting with the Human Resources Director, and taking corrective or disciplinary action.

- If the alleged discrimination, harassment, or retaliation is not within their area of responsibility or oversight, elected/appointed officials, department heads, or supervisors must notify the Human Resources Director who must then take prompt steps to address the allegation.
- Any Grimes County employee with supervisory or hiring responsibilities who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action, including removal from that position for cause.

iii. The Human Resources Director has the primary responsibility of implementing this Policy. In particular, the Human Resources Director will respond to inquiries and complaints from supervisors and employees regarding discrimination, sexual harassment, other harassment, or retaliation; maintain records of these inquiries and complaints as well as their resolution; and keep the relevant elected/appointed official or department head advised of them. The Human Resources Director will also provide information and education to the employees and supervisors on recognizing, understanding, and combating unlawful discrimination and harassment.

b. **CONFIDENTIALITY**

i. Before filing a complaint:

- Grimes County wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints or to seek general information about discrimination, harassment, and retaliation. Grimes County recognizes that individuals may be concerned about the confidentiality of information they share and will strive to preserve confidentiality to the fullest extent possible.
- Discussions for the purpose of obtaining general information or advice from the Human Resources Director may remain confidential. No action will be taken when individuals wish only to make an inquiry, so long as they do not disclose any identifying information about the person accused (e.g., name, department, position).
- However, the anonymity described cannot always be maintained if the individual wishes to have the Human Resources Director take some corrective or disciplinary action. Moreover, Grimes County may be legally obligated to take
action once Grimes County is informed that discrimination, harassment or retaliation has occurred or may be occurring. Confidentiality cannot be guaranteed in such a case.

ii. During the complaint process:

- Once an individual discloses identifying information to the Human Resources Director and such information is sufficiently complete and specific to state a claim of discrimination, harassment or retaliation, he or she will be considered to have filed a complaint, however no formal action will be taken until a written and signed complaint is filed in compliance with the Complaint Procedure provisions below.

- The Human Resources Director will take prompt responsive action upon receipt of a complaint unless the complainant expressly requests that no action be taken and the Human Resources Director determines, in the exercise of his/her sole discretion (based upon legal advice), that federal, state or local laws do not mandate action.

- While the confidentiality of the information received, the privacy of the individuals involved, and compliance with the wishes of the complaining person regarding action by Grimes County cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the County’s legal obligation to act upon the charge and the right of the charged party to obtain information.

- During the investigative process, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent such does not violate any existing state or federal law.

c. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding, harassment, discrimination, or retaliation.

i. A person who feels harassed, discriminated or retaliated against (hereinafter referred to as "complainant") may initiate the complaint process by filing a written and signed complaint with the Human Resources Director. No formal action will be taken against any person under this policy unless a written and signed complaint is on file containing sufficient details to allow the Human Resources Director to determine if the policy may have been violated. If a supervisor becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, the supervisor should immediately report it to the Human Resources Director.

ii. Upon receiving the complaint or being advised by a supervisor that violation of this policy may be occurring, the Human Resources Director will review the complaint with the County’s legal counsel and the elected/appointed official or department head of the department in which the alleged harassment or discrimination is occurring.

iii. Within five (5) business days of receiving the complaint, the Human Resources Director will initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

iv. During the investigation, the Human Resources Director, or his/her designee, together with, at least, one County Commissioner, will interview the complainant, the respondent, and any witnesses to determine whether the conduct occurred.

v. Within fifteen (15) business days of the complaint being filed, the Human Resources Director or other person conducting the investigation will conclude the investigation and submit a report of his or her findings to the appropriate elected/appointed official or department head, complainant, and respondent.

vi. If it is determined that harassment or discrimination in violation of this policy has occurred, the Human Resources Director will recommend to the appropriate department

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2 The Employee Complaint Form is attached on page 113 of this manual.
head or elected/appointed official that appropriate disciplinary action be taken. The appropriate action will depend on the following factors: (a) the severity, frequency and pervasiveness of the conduct; (b) prior complaints made by the complainant; (c) prior complaints made against the respondent; and (d) the quality of the evidence (first hand knowledge, credible corroboration etc.).

vii. If the investigation is inconclusive or if it is determined that there has been no harassment or discrimination in violation of this policy but some potentially problematic conduct is revealed, preventative action may be recommended.

viii. Within five (5) business days after the investigation is concluded, the Human Resources Director will meet with the complainant and the respondent, separately, in order to notify them in person of the findings of the investigation and to inform them of the action being recommended by the Human Resources Director.

ix. The complainant and the respondent may then submit statements to the Human Resources Director challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) business days after the meeting with the Human Resources Director in which the findings of the investigation are disclosed.

x. Within ten (10) business days from the date the Human Resources Director receives a statement or statements challenging the findings of the investigation, the County Attorney will review the findings and any statements submitted by the complainant or respondent, discuss the results of the investigation with the Human Resources Director and other employees as may be appropriate, and decide what action, if any, will be taken. The Human Resources Director will report the County Attorney’s conclusions to the complainant, the respondent, and the elected/appointed official or department head in which department the complainant and the respondent work. The County Attorney’s conclusions will be in writing and will include a statement for or against disciplinary action. If disciplinary action is recommended, the recommended sanction will be stated.

xi. While confidentiality will be observed throughout this complaint procedure to the extent feasible and permitted by law, any documents generated or received as part of the procedure may be filed in the personnel file(s) of the complainant, the respondent, or both.

d. ALTERNATIVE LEGAL REMEDIES
Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.
H. WHISTLEBLOWER ACT

1. POLICY
Grimes County prohibits retaliation against employees who report a violation of the law by an elected/appointed official, department head, or public employee to the appropriate law enforcement authority.

2. DEFINITIONS
“Law Enforcement Authority” is part of a state or local governmental entity or of the federal government that the employee in good faith believes is authorized to:
   a. regulate under or enforce the law alleged to be violated in the report; or
   b. investigate or prosecute a violation of criminal law.

3. DISCUSSION
Chapter 554 of the Texas Government Code, known as the Texas Whistleblower Act, protects a public employee from retaliation by a public employer when, in good faith, the employee reports a violation of law by the employer or another public employee to an appropriate law enforcement authority.

4. GENERAL PROVISIONS
   a. An employee who in good faith reports any violation of law by an elected/appointed official, a department head, or another public employee to an appropriate law enforcement authority shall not be suspended, separated from employment, have any adverse personnel action taken against the employee, or be retaliated against in any form based on the employee’s reporting of the violation. In addition, an employee shall not be impeded in any manner from filing a suit under Texas Government Code §554.007 or be subjected to retaliation for filing such suit.
   b. An employee may, in good faith, report an alleged violation of a Grimes County policy or federal or state law to his or her supervisor, department head, or a member of the Commissioners Court, unless all of these persons are the alleged perpetrators of the alleged violation of policy or law. If all of the listed persons are alleged to be involved in the violation, the employee may report the allegation to the County Attorney or the Sheriff. The county will investigate the reported activity.
   c. All elected officials, appointed officials, department heads and supervisors within Grimes County are responsible for observing and abiding by this policy. All employment-related decisions made within Grimes County, including decisions related to compensation, promotion, demotion, transfer, work assignment, and performance evaluation, shall be made without regard to whether an employee has in good faith reported a violation of law by an elected/appointed official, a department head, or another public employee to an appropriate law enforcement authority.
   d. An employee found to be in violation of this policy shall be subject to disciplinary action, up to and including separation from employment. In addition to any disciplinary action administered by Grimes County for violation of this directive, a supervisor who suspends, dismisses, or takes an adverse personnel action against an employee in violation of the Texas Whistleblower Act may be personally liable for a civil penalty not to exceed $15,000.00.
   e. Nothing in this directive prevents Grimes County from taking adverse personnel or disciplinary action against an employee based on information, observation, or evidence not related to the fact the employee reported a violation of law by an elected/appointed official, department head, or another public employee to an appropriate law enforcement authority.
   f. An employee who, in good faith, believes he or she is being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact Human Resources, the County Attorney, or a Commissioner.
   g. An employee with a question regarding this policy should contact Human Resources.

5. POSTED SIGN
The Human Resources Department has posted a sign in a common use area informing employees of their rights under the Texas Whistleblower Act. For the specific location of such sign, contact the Human Resources Director.
1. POLICY ON GRIEVANCES

Any employee having a general grievance (a grievance which is not otherwise addressed specifically by this manual) related to his/her job should discuss the grievance with his/her immediate supervisor.

If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall discuss the grievance with that official.

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

1. DISCIPLINE

Each supervisor shall have the authority to administer discipline to employees in his/her department for poor performance, violation of the policies set forth in this manual or other policies adopted by the Grimes County Commissioners Court and/or the department in which the employee works, 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 the County.

Notice of discipline is not guaranteed and may not be given to employees in certain circumstances.

2. NOTICE OF DISCIPLINE

Because the key to resolving issues of poor performance, violations of policy, disruptive behavior, and other forms of unacceptable behavior by employees is communication of such issues to employees, elected/appointed officials, department heads, and other supervisors are encouraged to orally communicate to the employee in question the matters of concern. Such supervisors are further encouraged to use the Notice of Employee Reprimand Form or similar form to communicate and document the conduct in question. The employee should be provided a copy of such document. As indicated in this manual, such documents should be submitted to the Human Resources Department for inclusion in the employee’s personnel file.

3. TYPES OF DISCIPLINE

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

4. AT WILL EMPLOYMENT

As addressed in this manual, all county employees are "at will" employees and 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 the employment of 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.

3 The Notice of Employee Reprimand Form is attached on page 113 of this manual.
K. Grimes County Employee

CODE OF CONDUCT

Obedience to Laws:
Employees must abide by the laws of the United States, the State of Texas, and the ordinances or resolutions of Grimes County while on duty.

Insubordination:
Employees must obey all lawful orders and directions given by their supervisor. Failure or deliberate refusal of an employee to obey such orders is insubordination. Disregarding the authority of a supervisor by displaying obvious disrespect or by disputing orders is likewise insubordination.

Conduct Unbecoming:
Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

a. Fraud in securing employment;
b. Filing a false, incomplete or misleading report or record;
c. Conviction of any felony or of a misdemeanor involving moral corruption, or the entry of a plea of no lo contendere to either during employment;
d. Misuse of County/Government funds or property;
e. Falsification or misuse of County/Government records, including application forms, time and financial records, reports, files, or personnel documents;
f. Reporting to work or working under the influence of alcohol or substances that impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
g. Instigation of, participation in or leadership of a strike, sit-down, stay-in, sympathy strike, walk-out, slow down, sick out or any other interference with normal efficient workflow;
h. Engaging in infamous, notorious, or disgraceful conduct that adversely affects Grimes County's legitimate interest;
i. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior towards another employee or government officials; or
j. Fighting.

APPROVED IN COMMISSIONERS’ COURT ON SEPTEMBER 11, 2019
Truthfulness:
Employees will not knowingly give any false or misleading information concerning the duties, responsibilities, or actions of the agency or any member thereof, nor withhold any information that is their duty to report, nor falsify any official documents.

Conduct and Behavior:
Employees, while on duty, shall follow the exemplary and reasonable rule of good conduct and behavior and will not commit any act in an official capacity tending to bring reproach, discredit, or embarrassment to their office or Grimes County (employer).

Responsibility to Serve the Public:
Employees shall consider it their duty to be of service to the general public and to render that service in an impartial, considerate, professional, and patient manner.

Respecting the Rights of Others:
Employees shall respect the rights of others and shall not engage in discrimination, oppression, or favoritism. The use of profane, demeaning, or insulting language will not be tolerated.

Sleeping on Duty:
Employees must be alert while at work. Sleeping or napping while on duty is strictly forbidden.

Failure to comply with this policy, the employee can be disciplined up to and including termination.

I, ________________________________, have read and agree to adhere to the Grimes County Code of Conduct policy.

_________________________      ________
Signature                  Date

APPROVED IN COMMISSIONERS’ COURT ON SEPTEMBER 11, 2019

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J. OUTSIDE EMPLOYMENT

Grimes County employees are expected to give their full and undivided attention to their job duties. They should not use Grimes County facilities or equipment or their association with Grimes 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, not become involved with a non-profit organization outside of their employment with Grimes County that interferes with the employee’s assigned duties with Grimes County.
M. POLICY ON CALL BACK PAY

Call Back Policy

In the event an employee is called back to work outside of their normal schedule work hours, they shall be paid a minimum of two (2) hours pay at their designated pay rate.

*approved in Commissioners Court on 8/14/2019
111. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

A. POLICY ON COUNTY PROPERTY USAGE

1. COUNTY PROPERTY
   The County provides each employee with the necessary equipment and vehicles to perform the job assigned. Each employee shall observe safe work practices and safe courteous operation of vehicles and equipment in compliance with all applicable laws and regulations.

2. PURCHASING
   Some individuals may be authorized to purchase for the County. Personal purchases charged to the County by purchase order or credit card are strictly prohibited. All purchases must be in accordance with the Procurement Policy adopted by the County Auditor. Any questions regarding such purchases should be directed to the County Auditor’s office.

3. USE OF TOOLS, EQUIPMENT, PROPERTY AND VEHICLES
   Employees who are assigned tools, laptops, cell phones, equipment, vehicles, or any other county property by their departments are responsible for them and for their proper use and maintenance. The assigned tools, equipment, vehicles or other county property must be returned immediately when so instructed by the department head.
   a. No personal or political use of any county property, credit cards, electronic devices, materials, supplies, tools or equipment is permitted. Vehicles owned or leased by the County are for county business use only.
   b. A department head may impose additional restrictions for the use of county property, materials, supplies, tools, or equipment. If an employee is in doubt about a circumstance, he or she should check with his/her department head before proceeding.
   c. Property that is stolen, lost or damaged must be reported by the department head in writing to the County Auditor’s office immediately after discovery.
   d. Property purchased with State or Federal grant funds must be utilized only by the county department staff for which the funds were acquired. The equipment must be used only for the intended purpose of the grant. Once grant funds are exhausted, the equipment can continue to be used for the funded project. When the equipment is no longer needed, it may be used in other activities previously supported by a Federal or State agency. To dispose of equipment, county departments adhere to the Uniform Grants Management Standards for disposal of equipment acquired under a grant. When purchasing replacement equipment, the county department must use the equipment to be replaced as trade-in to offset the cost of the replacement property. Approval from the awarding agency, if required, must be obtained prior to purchasing replacement equipment.

   Personal use of county equipment, supplies, tools, and any other county property is not permitted and may result in discipline up to and including termination. Improper use may subject you to criminal prosecution.

4. USE OF BUILDINGS AND PREMISES
   Use of county buildings, premises, and vehicles by employees shall be in compliance with law and with county policies regarding authorized uses.
B. ETHICAL PRACTICES

Policy
It is the policy of Grimes County that the following ethical principles will govern the conduct of every employee involved directly or indirectly in the County procurement process.

Responsibility to County
Employees will avoid any activities that would compromise or give the perception of compromising the best interest of Grimes County. Employees will not use confidential proprietary information for actual or anticipated personal gain.

Conflict of Interest
Employees will avoid any activity that would create a conflict between personal interests and the interest of Grimes County. Conflicts exists in any relationship where an employee is not acting in the County’s best interest and may be acting in their own best interests or the interests of someone associated with them.

Such conflicts of interest would include being involved in any procurement activity in which:

A. The employee or any member of the employee’s family has any financial interest pertaining to the Grimes County procurement process;

B. A business or organization in which the employee, or any member of the employee’s family, has a financial interest pertaining to the Grimes County procurement process; or

C. Any other person, business, or organization with whom the employee or member of the employee’s family is negotiating or has any arrangement concerning prospective employment.

If any such conflicts of interest exist, the employee will immediately notify the Auditor’s Office in writing and will remove himself/herself from the Grimes County procurement process.

Perception
Employees will avoid any appearance of unethical or compromising practices in all relationships, actions, and communications.
Gratuities

Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential vendors which might influence or appear to influence any purchasing decision. Generally edible goods with a value of $50.00 or less are acceptable if shared with the entire staff and will not offend the prohibition unless it appears to influence a purchasing decision. If anyone is in doubt whether a transaction complies with this policy, the individual should disclose the transaction to the Auditor’s Office for interpretation.

Subcontractors

It shall be a breach for any payment, gratuity or offer of employment to be made on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Grimes County, or any person associated therewith, as an inducement for the award of a subcontract to order.

Confidential Information

It shall be a breach of ethics for any employee or former employee of Grimes County knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any person.
C. COUNTY VEHICLE USAGE

1. COUNTY VEHICLES
   a. Grimes County has established this policy for general vehicle operation for the safe, effective, and efficient operation of county-owned vehicles which are assigned to specific employees or departments for business and personal use. Employees should be aware that their actions in county vehicles are observed by the public. This necessitates good conduct and driving habits of employees. Law Enforcement should refer to their departmental policy.
      i. This policy will not cover general maintenance, protocol, etc.
      ii. Violation of any part of this policy may result in disciplinary action up to and including termination.
   b. All county vehicles shall be operated in a safe, courteous, lawful manner, setting an example for citizens.
   c. The county vehicles are to be used solely for county business. County vehicles may not be taken outside Grimes County unless travel authorization has been approved, except for law enforcement or county road maintenance purposes. An employee operating a county vehicle in the course of business who is involved in an accident may be held personally liable.
      i. Employees who utilize county vehicles for any personal purposes (including driving county vehicles home) will be subject to taxation in accordance with the Internal Revenue Services (Publication 15-B) "Commuting Rule" guidelines. The Personal Use of County Vehicle Log shall be turned in to the Treasurer’s Office at the end of each quarter.4
   d. County vehicles will only be operated by Grimes County employees. This does not prevent the road testing of vehicles being repaired by authorized qualified mechanics and repair persons.
      i. County employees will not operate another employee’s assigned vehicle unless circumstances such as motor pools, vehicle condition, employee condition, manpower situations, or other related emergencies dictate.
      ii. During vacations or extended periods of absence, when the employee will be out of the County, the vehicle should be kept in a secure location.
         • The vehicle will be locked and equipment secured.
         • Upon return to work, the employee is responsible for inspecting the vehicle to ensure no damage has been sustained. Damage shall be reported, in writing, to the department head or designated agent prior to moving the vehicle.
         • To report damages for insurance purposes, the department head must notify the County Auditor’s Office within 24 hours of receipt of the employee's written notification.
   e. All county-owned vehicles shall be securely locked when unattended.
   f. Items or equipment not authorized by Grimes County, the elected/appointed official, or department head will not be mounted on, or attached to, any county vehicle. Authorized equipment will not be relocated, added to, or taken off of any County vehicle by the employee to whom the vehicle is assigned.
   g. Unauthorized or non-issued items will not be placed or stored in county vehicles, other than items of a personal preference which would not tend to disrupt operations, procedures, or otherwise violate county policy, department policy, State, or Federal law.
      i. Unless a handgun licensee, personal weapons will not be allowed in county vehicles at any time for any reason.
         • If a handgun licensee, weapons are not to be left unattended in the passenger compartment of county vehicles at any time, for any reason.
         • If a handgun licensee, weapons will not be left unsecured in vehicles at any time.

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4 The Personal Use of County Vehicle Log is attached on page 115 of this manual.
ii. Alcoholic beverages will not be stored or transported in county vehicles unless they are evidence in a criminal case.

h. Smoking is not permitted in county vehicles.
i. Safety belts are required to be used by all occupants in county vehicles at all times. No one may ride in a county vehicle without proper restraint for any reason, unless in accordance with the American with Disabilities Amended Act.
j. County vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows unless duty-related and authorized.
k. The employee is responsible for the consequences of his/her reckless actions regarding the safety of persons and property. No employee shall engage in negligent or reckless actions while operating a county vehicle which may damage property or injure persons.
l. County vehicles are provided to departments and specific employees based upon county business necessity. Employees driving county vehicles should be careful to avoid the appearance of impropriety in the operation and care of county vehicles.
m. County vehicles are to be used for county business purposes and for transportation to and from county work sites. Misuse or abuse of this privilege may result in immediate termination or other disciplinary actions.
n. Employees assigned a county vehicle will not presume any special privileges with a vehicle while off-duty including but not limited to parking the county vehicle in handicapped areas, reserved, no-parking spaces or zones, fire zones, or other areas not designated for general public parking.
o. County vehicles will not be used during outside employment to do tasks for an outside employer such as patrolling, security work, making deliveries, running errands, or other assignments for the outside employer or transporting other employees of the outside employer. EXCEPTION: Law Enforcement vehicles are exempt from this section.
p. No persons may ride or be transported in county vehicles except for work-related purposes or in the best interest of the County.

i. County vehicles will not be used as a primary family car.

ii. Under no circumstances will family members be allowed to drive county vehicles.

iii. Individual employees are responsible for the appearance, conduct, safety and well-being of family members or other persons riding or being transported in vehicles. The county employee to whom the vehicle is assigned is personally liable for any injuries sustained by family members in the county vehicle.

q. Use of a county vehicle is strictly prohibited when consuming or under the influence of alcoholic beverages. It is also prohibited to transport family members for that purpose. Legal prescription or non-prescription drugs may be used; however, the employee should consider the effect the drugs could have on his/her ability to operate a motor vehicle safely and act accordingly.

2. VALID DRIVER’S LICENSE

a. All operators of county vehicles or their own personal vehicles on county business are required to have a valid Texas driver’s license necessary for legal operation of that vehicle in the State of Texas and must keep their supervisors informed of any change of status in their license. Employees who are required to have a valid Texas driver’s license are required to report all violations involving a motor vehicle to their supervisor. If at anytime the department head believes that an employee does not meet minimum requirements for a required vehicle license, Grimes County has the right to have the employee evaluated for licensing requirements. Supervisors may periodically check the driving records of all employees who operate county vehicles or are required to drive personal vehicles on county business. Failure of those employees to maintain a safe driving record or required licensure may result in a demotion, reassignment or dismissal.

b. Suspension or revocation of the driver’s license of an employee who operates a county vehicle or is required to drive a personal vehicle regularly on county business, may result in a demotion, reassignment or dismissal.

3. VEHICLE INSURANCE

Grimes County maintains insurance coverage on all vehicles owned or leased by the County. Employees who drive a personal vehicle on county business are required to have automobile liability insurance as
required by the State of Texas and to maintain insurance coverage. Each employee to whom this provision applies will furnish his/her department head proof of appropriate insurance coverage at least annually and at such time(s) as coverage changes occur. Failure to meet any of these requirements may result in a demotion, reassignment, or dismissal.

4. COUNTY VEHICLE ACCIDENT REPORTING
   a. Any employee operating a county vehicle must report any vehicular accident or property damage, personal injury or liability claims, regardless of the amount of claim or damage, to their department head and to the appropriate law enforcement authorities immediately so that an official accident report can be filed if necessary. In all cases, the employee involved in the accident shall prepare a written statement describing the incident and identifying any witnesses. The report shall be submitted to the department head on the next business day. The employee's department head must notify the County Auditor's office of the accident on the day of the accident if it occurred on a business day or on the first business day following the accident if it occurred after hours or on a non-workday.
   b. County employees and department heads are not authorized to accept responsibility for any damages on behalf of Grimes County. Employees involved in accidents should exchange coverage information with all parties and refer all claims and calls regarding claims to the County Auditor's office.
   c. A copy of any accident report involving county equipment or vehicles must be forwarded to the department head and the Grimes County Auditor's office as soon as the law enforcement investigation is completed.
   d. Any employee involved in an accident shall immediately contact his/her department head and, if requested, submit to a professionally administered test to determine the presence or absence of drugs or alcohol if the department head has reasonable suspicion that the accident involved the use of drugs or alcohol and evidence exists that the employee was at fault in the accident or if there is property damage or personal injury as a result of the accident.
D. POLICY ON TELEPHONE AND CELLULAR PHONE USAGE

1. TELEPHONE USE
   a. Telephones are to be used for county business. It is understood that occasionally personal calls are necessary; however, use of telephones for local personal calls is permitted only if the number and length of calls are kept to a minimum.
   b. Grimes County employees and officials may not place personal long distance telephone calls on county telephone equipment.

2. CELLULAR PHONES
   a. Grimes 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. The employee may also lose the privilege of having a county cell phone. Grimes County follows all rules and regulations set forth by the IRS regarding use and taxation of county cell phones.
   b. Grimes 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.
   c. Grimes County bans all employees from texting while operating any county-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 and including loss of the CDL.
   d. Employees in possession of a Grimes County-owned cellular phone are required to take appropriate precautions to prevent theft and vandalism of all county equipment.
   e. Each department shall set their own rules and regulations regarding personal cell phone usage while at work.
GRIMES COUNTY, TEXAS
IT Services
Data Protection Standard

Version 1.0
Date Issued: 11/20/2018
Department: IT

Approved in Commissioners' Court - December 19, 2018
# Document Support and Approvals

## Revision History / Approvals

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## Approval List

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1. Purpose

The purpose of this standard is to make sure that all Grimes County, Texas employees and vendors of Grimes County, Texas are aware of Grimes County, Texas mandate to protect sensitive information, such as personally identifiable information, locally and in-transit.

2. Overview

Data Protection Laws deal with the security of the electronic transmission of personal data. As of yet, the United States does not have any centralized, formal legislation at the federal level regarding this issue, but does insure the privacy and protection of data through the United States Privacy Act, the Safe Harbor Act and the Health Insurance Portability and Accountability Act.

At the highest level, Grimes County, Texas must be able to identify sensitive data and then protect it. This involves several key areas including protecting access (both logical and physical), educating and training personnel, being prepared when and if controls fail. The key is documenting these in written information security policies and then backing these up with business standards and processes.

3. Scope

This standard applies to all Grimes County, Texas employees.

4. Procedure

The following is provided for guidance to enable adherence to the security and protection of data and the handling of related media:

1. Data, information and media must only be accessed, processed and transmitted as and when required by authorised persons for Grimes County, Texas business purposes and must not be accessed, viewed or processed in any way for casual or personal use.

2. Formal Information Sharing/Exchange policies and procedures must exist across all Grimes County, Texas departments where information sharing and exchange is required or occurs between Grimes County, Texas and any external partner or organisation.

3. Grimes County, Texas provides a process by which requests may be made to the IT Services Helpdesk for data which needs to be encrypted on portable media such as laptops, memory sticks and DVDs/CDS, by submitting a request. This will ensure that the security and integrity of data being delivered/transported to other Grimes County, Texas locations, external organisations and partner agencies is maintained and cannot be intercepted/amended. Encryption levels of data on such media must be a minimum of 128bit AES. Sensitive and personal data must not be faxed to an unsecured location under any circumstances. All requests for encrypted media must be requested via the IT Services Helpdesk.

4. Formal Information Sharing/Exchange agreements must detail the responsibilities, technical and procedural control standards, liabilities and any special controls that may be required in order to ensure the secure information exchange through all communication methods.

5. All information assets must be classified and appropriately marked to determine the level of security protection (including backup, storage, encryption, maintenance, records and audit requirements).

6. Paper files, removable media and other records or documents containing personal or sensitive information and data must be kept in secure environments and not removed, transmitted, transferred or copied in any form (including physical transfer or electronic communications method) that, if loss or interception occurs, introduces an unacceptable risk of disclosure, theft, or damage of data and information.

7. If media contains sensitive or person identifiable information and data and you cannot physically secure your workspace or area, you must store any such media securely within a locked cabinet, drawer, office or other securely 'locked' environment.

The information contained in this document is CONFIDENTIAL and cannot be directly or indirectly used or reproduced without the prior written consent of Grimes County, Texas IT Department.
8. The use of courier contractors to transfer information/media is restricted to organisations and agencies with which Grimes County, Texas has formal contractual agreements.

9. Personal or sensitive information and data held on, or transmitted between, electronic systems and the systems themselves are protected by the implementation of procedural and technical controls that reduce risks of interception, unauthorised disclosure, loss or unauthorised alteration to acceptable levels.

10. Person identifiable or sensitive information and data is not transmitted via electronic messaging services including email, unless appropriately protected. The transmission of person identifiable or sensitive information by SMS text and Instant Messaging services is not permitted under any circumstances.

11. The retention of information must be defined by retention policies which meet the requirements of Grimes County, Texas. Appropriate procedures must be implemented to ensure that information is held securely and is safely retrievable on request.

12. Procedures for identifying media that requires secure disposal must be implemented and an audit trail of any media passed to external organisations must be maintained. Where specialized disposal techniques are required, media must only be passed to reputable organizations dealing with secure disposal of information with which Grimes County, Texas has formal contractual agreements. Backup data/media no longer required must be disposed of securely and with due environmental consideration.

All sensitive and person identifiable information and data stored on portable media must be Grimes County, Texas supplied media and encrypted.

5. Policy Compliance

5.1 Compliance Measurement
The Grimes County, Texas IT Services team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions
Any exception to the policy must be approved by Grimes County IT Department in advance.

5.3 Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Standards, Policies and Processes

- Backup and Restore Procedures
- Secure Desk Policy
- Encryption Policy
GRIMES COUNTY
IT ACCEPTABLE USAGE POLICY

Version 1.0
Date Issued: 11/20/2018
Department: IT

Approved in Commissioners' Court - December 19, 2018
Document Support and Approvals

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The information contained in this package is CONFIDENTIAL and cannot be directly or indirectly used or reproduced without the prior written consent of Grimes County IT Department.
1. Overview
Grimes County IT's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Grimes County's established culture of openness, trust and integrity. Grimes County IT is committed to protecting Grimes County's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Grimes County. These systems are to be used for business purposes in serving the interests of the county and citizens of Grimes County in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Grimes County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2. Purpose
The purpose of this policy is to outline the acceptable use of computer equipment at Grimes County. These rules are in place to protect the employee and Grimes County. Inappropriate use exposes Grimes County to risks including malware, virus attacks, compromise of network systems and services, and legal issues.

3. Scope
This policy applies to the use of information, electronic and computing devices, and network resources to conduct Grimes County business or interact with internal networks and business systems, whether owned or leased by Grimes County the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Grimes County and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Grimes County policies and standards, and local laws and regulations.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Grimes County including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Grimes County.

4. Policy

**General Use and Ownership**
Grimes County proprietary information stored on electronic and computing devices whether owned or leased by Grimes County, the employee or a third party, remains the sole property of Grimes County. You must ensure through legal or technical means that proprietary information is protected in accordance with the **Grimes County Data Protection Standard**.

i. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Grimes County proprietary information.

ii. You may access, use or share Grimes County proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

iii. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

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iv. For security and network maintenance purposes, authorized individuals within Grimes County may monitor equipment, systems and network traffic at any time.

v. Grimes County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

i. All mobile and computing devices that connect to the internal network must comply with the Acceptable Use Policy.

ii. System level and user level passwords must comply with the password policies defined by the Grimes County IT Department. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

iii. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.

iv. Postings by employees from a Grimes County email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Grimes County unless posting is in the course of business duties.

v. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Unacceptable Use

i. The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

ii. Under no circumstances is an employee of Grimes County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Grimes County-owned resources.

iii. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Grimes County.

b. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Grimes County or the end user does not have an active license is strictly prohibited.

c. Accessing data, a server or an account for any purpose other than conducting Grimes County business, even if you have authorized access, is prohibited.

d. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

e. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
f. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
g. Using a Grimes County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
h. Making fraudulent offers of products, items, or services originating from any Grimes County account.
i. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
j. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
k. Port scanning or security scanning is expressly prohibited unless prior notification to Grimes County IT is made.
l. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
m. Circumventing user authentication or security of any host, network or account.
n. Introducing honeypots, honeynets, or similar technology on the Grimes County network.
o. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
p. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
q. Providing information about, or lists of, Grimes County employees to parties outside Grimes County.

Email and Communication Activities

i. When using Grimes County IT resources to access and use the Internet, users must realize they represent Grimes County. Whenever employees state an affiliation to Grimes County, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of Grimes County". Questions may be addressed to the IT Department.

ii. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.

iii. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

iv. Unauthorized use, or forging, of email header information.

v. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

vi. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

vii. Use of unsolicited email originating from within Grimes County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Grimes County or connected via Grimes County's network.

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viii. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

**Blogging and Social Media**

i. Blogging by employees, whether using Grimes County's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Grimes County's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Grimes County's policy, is not detrimental to Grimes County's best interests, and does not interfere with an employee's regular work duties. Blogging from Grimes County's systems is also subject to monitoring.

ii. Grimes County's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Grimes County confidential or proprietary information, trade secrets or any other material covered by Grimes County's Confidential Information policy when engaged in blogging.

iii. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Grimes County and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited.

iv. Employees may also not attribute personal statements, opinions or beliefs to Grimes County when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Grimes County. Employees assume any and all risk associated with blogging.

v. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Grimes County’s trademarks, logos and any other Grimes County intellectual property may also not be used in connection with any blogging activity.

**5. Policy Compliance**

**Compliance Measurement**

Grimes County IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

**Exceptions**

a. Any exception to the policy must be approved by Grimes County IT Department, the Grimes County Commissioners Court, and HR in advance.

b. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**6. Related Standards, Policies and Processes**

- The Data Protection Act (1998)
- The Computer Misuse Act (1990)
- The Human Rights Act (1998)
- The Electronic Communications Act (2000)
- Privacy and Electronic Communications Regulations (2003)

The information contained in this package is CONFIDENTIAL and cannot be directly or indirectly used or reproduced without the prior written consent of Grimes County IT Department.
GRIMES COUNTY EMAIL POLICY

Version 1.0
Date Issued: 10/31/2018
Department: IT

Approved in Commissioners' Court on March 13, 2019
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### Associated Documents (this document should be read in conjunction with the following):

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### Circulation List

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<th>Role</th>
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<td>Gregory Cannon</td>
<td>Director of Information Technology</td>
</tr>
<tr>
<td>Judge Joe Fauth</td>
<td>County Judge</td>
</tr>
</tbody>
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*This Document Is Uncontrolled When Printed*
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Email Policy

Overview
Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks, thus it’s important for users to understand the appropriate use of electronic communications.

Purpose
The purpose of this email policy is to ensure the proper use of Grimes County’s email system and make users aware of what Grimes County deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Grimes County Network. This policy to the best of our knowledge adheres to the county and state requirements on acceptable use and email retention policies.

Scope
This policy covers appropriate use of any email sent from a Grimes County email address and applies to all employees, vendors, and agents operating on behalf of Grimes County.

Policy
- All use of email must be consistent with Grimes County policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Grimes County email accounts should be used for Grimes County business-related purposes ONLY; personal communication is permitted on a limited basis, but ONLY on non-Grimes County email systems such as Gmail, Hotmail, AOL, etc.
- All Grimes County data contained within an email message or an attachment must be secured according to the Data Protection Standard.
- Email should be retained only if it qualifies as a Grimes County business record. Email is a Grimes County business record if there exists a legal or regulatory requirement to preserve the information contained in the email.
- Email that is identified as a Grimes County business record shall be retained according to Grimes County Record Retention Schedule.
- The Grimes County email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Grimes County employee should report the matter to their supervisor immediately.
- Users are prohibited from automatically forwarding Grimes County email to a third-party email system. Individual messages which are forwarded by the user must not contain Grimes County confidential or above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Grimes County business, to create or memorialize any binding transactions, or to store or retain email on behalf of Grimes County. Such communications and transactions should be conducted through proper channels using Grimes County-approved documentation.
- Sending chain letters or joke emails from a Grimes County email account is prohibited.
- Grimes County employees shall have no expectation of privacy in anything they store, send or receive on the company’s email system.
- Grimes County may monitor messages without prior notice but is not obliged to monitor email messages.
- All non-managerial employees whose employment has ended, their email will be archived, and their email account will be removed, and their email will not be forwarded.
- All management level employees whose employment has ended, their email will be archived, and their email will be forwarded to a designated official for a period of 30 days.

Policy Compliance
Grimes County IT Services will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.
Exceptions
Any exception to the policy must be approved by the County Judge and Commissioners with the advisement of the IT Director in advance.

Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Related Standards, Policies and Processes
  • None

Definitions and Terms
  • None.
G. SEPARATIONS

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

2. TYPES OF SEPARATION
All separations from Grimes County shall be designated as one of the following types:
   a. Resignation;
   b. Retirement;
   c. Dismissal;
   d. Reduction in force (layoff);
   e. Death; or
   f. Other.

3. RESIGNATION
   a. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Grimes County.
   b. An employee who is resigning should submit a written notice of resignation to his/her supervisor. A copy should also be given to the Human Resources Department.

4. RETIREMENT
   a. 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.
   b. An employee who is retiring should 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.

5. DISMISSAL
   a. A dismissal shall be any involuntary separation from Grimes County.
   b. Grimes 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.

6. REDUCTION IN FORCE
   An employee shall be separated from employment because of a reduction 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.

7. DEATH
   a. A separation by death shall occur when an individual dies while currently employed by the County.
   b. If an employee dies while still employed by the County, his/her estate shall receive all earned pay and payable benefits upon presentation of documentation sufficient to support such disbursement.

8. OTHER
   a. Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an "other" separation.
   b. When a separation is designated as "other", the supervisor shall provide details of the nature of the separation for the personnel records.

9. NOTIFICATION
   As soon as a supervisor becomes aware of a separation from employment or the intent to separate
employment by an employee, the supervisor shall be responsible for notifying the Human Resources Department.  

10. REHIRE
Should a terminated employee be rehired, starting salary is that which is allowed in the budgeted position for which the employee received a job offer. Prior years of service and former salary will likely not be considered in determining the new salary and position with the County. The employee may be rehired in a position that pays more or less than the position he/she formerly held. For the County's policy regarding the rehire of retiring employees, see the County's Policy on Retirement herein.

14 The Employee Separation Form is attached on page 121 of this manual.
IV. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY

A. POLICY ON SAFETY

1. 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. Employees may be required to demonstrate competency skills for new job positions before being assigned to new positions.

2. VIOLATIONS
   a. Failure to follow the safety standards set by the County or an individual department shall make an employee subject to disciplinary action up to and including termination.
   b. An employee causing an accident resulting in major injury or death because of failure to follow applicable safety standards may be terminated.
   c. Employees seeing unsafe working conditions shall take steps to correct those conditions and/or report the unsafe conditions to the department head.
B. POLICY ON DRUGS AND ALCOHOL

1. ALCOHOL/DRUG POLICY
The purpose of this policy is to identify and remove the adverse effects alcohol and drugs on job performance, and to protect the health and safety of our employees by providing education and treatment.

Use and misuse of alcohol or drugs can and does impair the ability of an employee to perform his/her duties and may endanger the employee, co-workers, and the public as well as property. The County seeks to prevent the use/abuse and misuse of drugs and alcohol by employees in any way which impairs their ability to perform their duties.

a. POLICY
   i. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates and volunteers prior to testing positive for illegal drugs or alcohol.
   ii. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on county property is prohibited. EXCEPTION: Law enforcement personnel are exempt from this section (except "use") when acting in the course of official duties.
   iii. Being under the influence of alcohol or illegal drugs on county property or while on duty for the county is prohibited. The unauthorized use or unauthorized possession of prescription drugs on county property or while on duty for the county is prohibited.
   iv. Employees who violate this policy are subject to termination.
   v. The policy applies to all employees of the county regardless of rank or position and includes temporary, part-time and full-time employees.

b. DEFINITIONS
   i. County Premises – All County property including vehicles, lockers and parking lots.
   ii. County Property – All County owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.
   iii. Controlled Substance – Any substance listed in the Texas Controlled Substance Act (Health and Safety Code Chapter 481).
   iv. Drugs – A drug is any chemical substance that produces physical, mental, emotional or behavioral change in the user including but not limited to alcohol and illegal drugs.
   v. Drug Paraphernalia – Equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.
   vi. Illegal Drug – An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state or local law or regulation and any other drug, including but not limited to a prescription drug, obtained illegally, used for any reason and inhalants used illegally. Included is marijuana or cannabis in all forms.
   vii. Reasonable Suspicion – Supported by evidence strong enough to establish that a policy violation has occurred. Reasonable suspicion includes but is not limited to the following:
      • Direct observation of drug use or possession;
      • Direct observation of the physical symptoms of being under the influence of a drug such as impairment of motor functions of speech;
      • A pattern of abnormal conduct or erratic behavior;
      • Arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or distribution;
      • Information that is provided by reliable and credible sources or that can be independently corroborated; or
Newly discovered evidence that the employee tampered with a previous drug test.

viii. Safety-Sensitive position – a position in which the duties include such a great risk of injury to others that even a momentary lapse of attention can have disastrous consequences, including but not limited to employees who operate, repair, or maintain heavy equipment or motor vehicles while on duty (e.g. Road and Bridge drivers, operators, mechanics, laborers, foremen, etc.).

ix. Testing – Is generally defined as a blood, urine, or breath test to determine chemical or drug (including alcohol) content.

x. Under the Influence – A state of having blood alcohol concentration of 0.04 or more or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcohol beverage or a controlled substance.

xi. Unsafe practice – A practice that endangers the employee or others.

c. POLICY VIOLATIONS

i. Any of the following actions constitute a violation of the policy and may subject an employee to immediate termination: (The only exception to this policy is the possession of controlled substances by Law Enforcement personnel as part of their law enforcement duties).

- Using, selling, purchasing, transferring illegal drugs or drug paraphernalia or attempting or assisting another to do so while in the course of employment or engaged in a County sponsored activity, on County premises, in County-owned, leased, or rented vehicles, or on County business.
- Working or reporting to work, conducting County business or being on premises or in a county-owned, leased, or rented vehicle while under the influence of an illegal drug or alcohol.
- The unauthorized use or unauthorized possession of prescription or over-the-counter drugs on county property or while on duty for the County.
- The use of prescription or over-the-counter drugs, while on county property or while on duty for the County, in a manner other than that intended by the manufacturer or prescribed by a physician.

ii. An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do his or her job safely and effectively. An employee must keep prescription medications used at work in their original container. An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with the safe and effective performance of his or her job duties.

iii. If the use of a medication could compromise an employee's ability to do his or her job or the safety of the employee, fellow employees or the public, the employee must report the condition to his or her supervisor at the start of the workday or used appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify company doctor). All medical information will be kept confidential and supervisor will discipline any employee who is responsible for a breach of privacy and confidentiality in this regard.

iv. Any employee involved in a work-related accident or unsafe practice may be tested and if the results indicate the presence of alcohol or illegal drugs, the employee may be terminated.

d. OTHER TERMS

i. Employees who seek help and refrain from violations of this policy in using illegal drugs and alcohol prior to testing positive for illegal drugs or alcohol while at work will not be disciplined for seeking such help. Doctor/clinic appointments will be treated on the same basis as other personal business or health matters with regard to use of sick leave. Accumulated sick leave may be taken as needed with appropriate notification to the
employee's supervisor to allow for the work flow to be managed appropriately. Sheriff's Office employees will be evaluated by the Sheriff regarding discipline and termination.

ii. The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of both state and federal laws. The County will report information concerning possession, distribution or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during search of an individual or property. Searches of county premises and property may be conducted based upon reasonable suspicion. The County will cooperate fully in prosecution and/or conviction of any employee violating drug and alcohol laws. EXCEPTION: Law enforcement personnel are exempt from this section when lawfully acting in the course of official duties.

2. Drug Testing
   a. As indicated in the Policy on Employment Commencement, all potential applicants are subject to a pre-employment drug screening. Any applicant who registers an alcohol concentration of 0.04 or greater or tests positive for any illegal drugs at any level may be denied employment with Grimes County.
   b. The County shall require employee drug testing upon a reasonable suspicion determination that such employee has used or is under the influence of illegal drugs or alcohol. All supervisors report to the following people who are able make a reasonable suspicion determination:
      - County Commissioner(s);
      - County Judge;
      - County Road and Bridge Engineer or Administrator;
      - County Sheriff;
      - Any Chief or Captain in the Sheriff's Office; and
      - Human Resources Director or his/her designee.
   c. The County may require drug testing, at random or otherwise, of employees who work in safety sensitive positions.
   d. Any employee who registers an alcohol concentration of 0.04 or greater or tests positive for any illegal drugs at any level on any test administered for Grimes County may be terminated. Refusal to take a test or cooperate in taking a test when directed by a supervisor is grounds for immediate dismissal.
   e. When directed, by the elected or appointed official or department head, in accordance with the requirements of this policy, an employee must submit to a drug and/or alcohol test. If the employee refuses to provide an adequate test without a valid reason or engages in conduct that clearly obstructs the testing procedures, the employee will be terminated.
   f. The Human Resources Director will receive the results of all tests and maintain the records under lock and key separate from the employee’s personnel file. Results of drug and alcohol testing will only be released to those with a need to know, usually only the immediate supervisor, or as required by law. EXCEPTION: The Sheriff will receive a copy of every drug and alcohol test for the Sheriff’s Office employees and maintain a like file.
   g. If an employee tests positive and his/her employment is terminated or he/she resigns from employment with the County, he/she can reapply after thirty (30) days from the termination or resignation on the condition that such employee can only be rehired if he/she, at his/her expense, presents valid testing results from a test taken no earlier than thirty (30) days before application which indicate the absence of illegal drugs and alcohol. Additionally, such employee shall, for a period of one year after rehire, be subject to random drug testing at the direction of Human Resources, at the employee’s expense, at least four (4) times per year with such tests indicating the absence of illegal drugs and alcohol.

3. Miscellaneous
   a. The County reserves the right to interpret, change, suspend, cancel, or dispute all or any part of this policy or procedures or benefits discussed herein.
b. Although adherence to this policy is considered a condition of continued employment, nothing in this policy alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, with or without notice, and the County retains the right to terminate any employee at any time, for any legal reason or no reason at all, with or without notice.

c. The provisions of this policy shall apply in addition to, and shall be subordinated to, any requirements imposed by a duly elected or appointed official, and applicable federal, state or local laws, regulations or judicial decisions. Unenforceable provisions of this policy shall be deemed to be deleted.
C. DRUG AND ALCOHOL POLICY FOR CDL EMPLOYEES

Commercial Driver's License ("CDL") drivers are an extremely valuable resource for Grimes 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 prohibit CDL employees from being under the influence of or using illegal drugs or alcohol during working hours.

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. 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 Grimes County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) or alcohol 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. 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. Grimes County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

All CDL drivers, including employees who obtain a CDL while already employed by Grimes County, shall sign the CDL driver acknowledgment available in the Human Resources Department.

The detailed policy and procedure is available in the Human Resources Department.
D. WORKPLACE VIOLENCE POLICY

Grimes County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

1. PROHIBITED CONDUCT
Grimes County does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making direct or indirect threats or engaging in violent activities, this includes jokes of this nature. Employees must refrain from any conduct or comments that might make another employee suspicious or in fear for their safety.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

a. Causing physical injury to another person;
b. Making threatening remarks;
c. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
d. Intentionally damaging employer property or property of another employee;
e. Possession of a weapon while on county property or while on county business (except as permitted in this manual);
f. Committing acts motivated by, or related to, sexual harassment or domestic violence.

2. REPORTING PROCEDURES
Any threats or potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis or as required by law. The parties involved in a situation will be consulted and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.

3. RISK REDUCTION MEASURES
a. Hiring
The Human Resources Department will take reasonable measures to conduct background investigations including but not limited to criminal background checks to review candidates’ backgrounds and reduce the risk of hiring individuals with a history of violent behavior. EXCEPTION: The Grimes County Sheriff’s Office will follow the hiring guidelines set by the department’s policy and will be responsible for conducting background investigations for applicants of the department.

b. Safety
Grimes County conducts inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Employees are encouraged to report any such vulnerabilities to their supervisors and the Human Resources Department. Any necessary corrective action will be taken to reduce risks.

c. Individual Situations
While Grimes County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resources Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes but is not limited to:
• Discussing weapons or bringing them to the workplace;
• Displaying overt signs of extreme stress, resentment, hostility, or anger;
• Making threatening remarks;
• Sudden or significant deterioration of performance; or
• Displaying irrational or inappropriate behavior.
Employees should be aware of their surroundings at all times and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor or law enforcement.

d. **Employees at Risk**
The Human Resources Department will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. The Human Resources Department will design a plan with at-risk employees to prepare for any possible emergency situations.

e. **Panic Buttons**
All Grimes County offices that have been provided a panic button shall coordinate with the County Judge’s office for training in use and maintenance of panic buttons. In coordination with Titan Security, panic buttons shall be tested on a monthly basis to ensure its operability.

4. **DANGEROUS/EMERGENCY SITUATIONS**
Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor or law enforcement can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

5. **ENFORCEMENT**
Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action up to and including termination. Employees and non-employees engaged in violent acts on Grimes County premises will be reported to the proper authorities and fully prosecuted.

6. **WEAPONS**
With the exception of weapons approved for law enforcement personnel and other individuals lawfully approved to carry weapons, Grimes County employees are not to possess weapons on county property at any time, including county-owned vehicles. Examples of banned weapons include but are not limited to handguns, stun guns (tasers), knives (other than pocket knives or eating utensils), b.b. and pellet guns, rifles, shotguns, and batons.
E. SOCIAL MEDIA

For purposes of this policy, "social media" includes but is not limited to online forums, blogs and social networking sites such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Grimes County recognizes the importance of social media for its employees. However, the use of social media by employees may become a problem if it (1) interferes with the employee’s work; (2) is used to harass supervisors, co-workers, customers or vendors; (3) creates a hostile work environment, or (4) harms the goodwill and reputation of Grimes County among the community at large.

Grimes County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

1. Where no policy or guidelines exist, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your supervisor.

2. If your posts on social media mention Grimes County, make clear that you are an employee of Grimes County and that the views posted are yours along and do not represent the views of Grimes County.

3. Do not mention Grimes County supervisors, employees, customers or vendors without their express consent.

4. Do not pick fights. If you see a misrepresentation about Grimes County, respond respectfully with factual information, not inflammatory comments.

5. Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers, vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination for what they post on social media platforms, even if the employee did not use county computer or if the post did not occur during work hours or on county property.

6. Employees may not use Grimes County computer equipment for non-work related activities without written permission. Social media activities should not interfere with your duties at work. Grimes County monitors its computers to ensure compliance with this restriction.

7. You must comply with copyright laws, and cite or reference sources accurately.

8. Do not link Grimes County’s website or post Grimes County material on a social media site without written permission from your supervisor.

9. All Grimes County policies that regulate off-duty conduct apply to social media activity including but limited to policies related to illegal harassment and code of conduct.

10. Any confidential information that you obtained through your position at Grimes County must be kept confidential and should not be discussed in a social media forum.

11. Violation of this policy may lead to discipline up to and including the immediate termination of employment.

12. It is the policy of Grimes County that supervisors do not engage in social media activities with their employees.
EMPLOYEE COMPENSATION
AND BENEFITS
V. PAYROLL

A. FAIR LABOR STANDARDS ACT SAFE HARBOR

Grimes County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to its attention, Grimes County will promptly 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. If you are overpaid the county will make the necessary corrections at the next payroll.

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 sheet must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures and meal breaks. Do not sign your time sheet 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.

Non-exempt employees, unless unauthorized by your supervisor, 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 sheet. Employees are prohibited from performing an “off-the-clock” work. “Off-the-clock work means work you perform but fail to report on your time sheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. If any directs you to work without documenting your time worked, you must tell the County Attorney.

It is a violation of Grimes County policy for any employee to falsify a time sheet or alter another employee’s time sheet. 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 sheet 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 sheet to inaccurately or falsely report that employee’s hours worked, you should report it immediately to the County Attorney via telephone at (936) 873-6455 or in person at 382 FM 149 West, Anderson, TX 77830.

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, 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.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life 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 wages 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.

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.

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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 9936) 873-4403. 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 Attorney via telephone (936) 873-6455 or in person at 382 FM 149 West in Anderson. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate(s) 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 may result in disciplinary action, up to and including termination.
B. POLICY ON PAY PERIODS AND TIME SHEETS

1. PAY PERIOD
   a. The pay period for Grimes County shall be every two weeks, i.e. payday shall be every other Friday.
   b. If a payday falls on a holiday, paychecks shall be issued on the last workday immediately preceding the holiday.

2. TIME SHEETS
   a. Each non-exempt employee shall be required to fill out a time sheet to be turned in to his/her supervisor on the last regular work day of each pay period.\(^5\) The Grimes County Sheriffs Office has its own time sheet to be completed and turned in accordance with the policies of that department.\(^6\) The Road and Bridge Department has its own time sheet to be completed and turned in accordance with the policies of that department.\(^7\) The supervisor will review the time sheet and forward such to the Treasurer’s Office by 9:00 a.m. on the Monday before the payday, or as otherwise directed by the Treasurer’s Office.
   b. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.
   c. The employee must code time sheets for vacation, sick leave, workers compensation, administrative leave, or holiday leave. Administrative leave, which is granted at the discretion of the department head, is paid leave that is not vacation, sick, workers compensation, or holiday leave. Non-compliance with these procedures may constitute falsifying a document, which can result in disciplinary action including but not limited to termination.
   d. Each exempt employee shall be required to fill out a leave taken form to document any vacation or sick time used during a pay period.\(^8\) Such leave taken form shall be turned in to the Treasurer’s Office on the last regular work day of each pay period.
   e. In Texas, falsifying or knowingly submitting an inaccurate time record can be considered a violation of Texas Penal Code, Section 37.10 (Tampering with a Governmental Record). An employee who commits such offense will be criminally prosecuted.

\(^5\) The Grimes County Employee Time Sheet is attached on page 117 of this manual.

\(^6\) The Grimes County Sheriffs Office Employee Time Sheet is attached on page 118 of this manual.

\(^7\) The Grimes County Road and Bridge Department Employee Time Sheet is attached on page 119 of this manual.

\(^8\) The Exempt Employee Leave Taken Form is attached on page 120 of this manual.
C. POLICY ON COMPENSATION

1. APPLICATION
   a. This policy shall apply to all county employees except law enforcement employees.
   b. Compensation for law enforcement employees shall be handled in accordance with the policies established in the Sheriff’s Office with the approval of the Commissioners Court.

2. FULL-TIME AND PART-TIME
   a. Grimes County annually sets the maximum compensation for each employee in accordance with Texas law.
   b. Grimes County complies with the Fair Labor Standards Act, as amended.
   c. Law Enforcement personnel are handled in accordance with the 207(k) exemption under the Fair Labor Standards Act. The Commissioners Court has adopted this exemption.
   d. All non-exempt County employees shall be paid on an hourly basis. Some employees may have the classification of hourly employees paid on a salary basis, but they remain non-exempt for FLSA purposes.
   e. Exempt employees shall receive a set salary for all hours worked.
   f. For full time non-exempt employees, the set compensation will compensate the employee for all hours worked up to 40 in any workweek.
   g. For part-time regular employees, the set compensation will compensate the employee for all hours worked in a workweek up to the amount designated by the County for the position.

3. TEMPORARY EMPLOYEES
   Temporary employees shall be paid hourly at the minimum wage or above as established by the Fair Labor Standards Act, as amended.

4. TEN (10) YEAR PAY INCREASE
   a. Effective October 1, 2011, employees who achieve ten (10) years of continuous service with Grimes County shall receive a pay increase of $2,500.00 to commence on the day immediately following the anniversary of the employee’s tenth year of continuous service.
   b. To be eligible for such increase, an employee has had to be working full-time for Grimes County for a continuous ten-year period. There may not be any breaks in employment. If an employee worked in a different department, but never had a break of employment, he/she would be entitled to the $2,500.00 increase. Part-time employees do not qualify for the increase. If an employee was a part-time employee then became full-time, his/her full-time service years will only be counted.
   c. This benefit does not apply to elected officials and will be payable in equal amounts at each pay period.
   d. The $2,500.00 pay increase described above refers to a pay increase of such amount for the relevant year. Such one-time pay increase will, subject to paragraph f below, be budgeted in successive budget years of employment.
   e. The elected/appointed official or department head is responsible for notifying the Human Resources Department that the employee has reached the relevant ten-year period. When notification is given to the Human Resources Department, such department will then verify the service. The verification date of employment will be the last date of hire. The elected/appointed official or department head is also responsible for notifying the County Judge and County Auditor during the preparation of the annual county budget of proposed raise to be effective in the following fiscal year.
   f. All county employees are "at will" and 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 the employment of 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, including this policy, with or without notice.
5. LAW ENFORCEMENT CERTIFICATE PAY

a. Commissioners Court approved certificate pay for Peace Officers, Jailers and Telecommunicators employed by Grimes County law enforcement agencies (Sheriff’s Office, District Attorney’s Office and Constable’s Offices). The certificate pay levels are as follows:

i. Intermediate $600 yearly ($50 monthly)
ii. Advanced $1200 yearly ($100 monthly)
iii. Master $1800 yearly ($150 monthly)
iv. K9 Handler $1200 yearly ($100 monthly)

b. The following criteria will be used to determine if a Peace Officer, Jailer or Telecommunicator qualifies for certificate pay:

i. The Peace Officer, Jailer or Telecommunicator must be a full-time employee.
ii. The Peace Officer, Jailer or Telecommunicator license must be active and good standing.
   (Reserve or retired status will not meet this requirement.)
iii. An employee is only eligible to receive certificate pay for one certification; in the event they hold more than one law enforcement certification.

c. It will be the employee’s responsibility to notify his/her immediate supervisor when they have achieved a new certificate level. Once the certificate level is achieved and recorded on the TCLEDDS website maintained by TCOLE, a change of status form will be completed and forwarded to Human Resources. The change of status form must have attached a TCLEDDS printout showing the employee has achieved the stated certificate level for the auditor's office. Law enforcement certificate pay will be paid as a stipend bi-weekly. ****

6. MERIT PAY RAISES BASED UPON EMPLOYEE PERFORMANCE EVALUATIONS

a. Eligibility

i. The Commissioners Court has approved the Position Pay Grade Scale attached as Exhibit A, and no raises will be granted that would exceed the salary set forth therein.10

ii. In order to be eligible for a merit raise, an Employee Performance Evaluation must be submitted to the County Judge and approved by the Commissioners Court. Employee Performance Evaluations shall be completed on the form approved by the Commissioners Court and submitted to the County Judge by the employee’s Elected/Appointed Official or Department Head prior to the filing of the annual proposed budget.11

iii. No proposed merit raise will be effective unless approved by the Commissioners Court during the annual budget process.

iv. Preference will be given to proposed pay raises for employees below the minimum specified pay range over those proposed raises for individuals within the specified pay range of that position.

7. COMPENSATION FOR VACANT POSITIONS

For vacant positions filled, elected officials and department heads are allowed to provide compensation adjustments to newly filled positions in a given fiscal cycle within their department up to the amount allocated for that specific position in the then current year’s Commissioners Court approved budget with Commissioners Court approval. They may not take monies available from a vacant position filled at a lower rate of pay than budgeted for that position and provide compensation adjustments to other positions with those remaining budgeted monies.

7 Amended and approved in Commissioners Court on April 3, 2019
9 Effective April 25, 2017.
10 The Position Pay Grade Scale is attached as on page 136 of this manual.
11 The Grimes County Employee Performance Evaluation Form is attached on page 140 of this manual.
12 Effective May 23, 2017.
D. CHANGES TO SALARY STRUCTURE AND GRADE DEFINITIONS

County positions are designated in individual grade levels and compensated based on similar duties, levels of skill and responsibilities outlined in job descriptions described in the Grimes County Salary Structure and Grade Definitions.*

Elected officials and department heads are responsible for ensuring that the job descriptions assigned to positions correctly reflects the duties and responsibilities being performed in each position.

Any elected official or department head subordinate to the Commissioner's Court may request a change to a job description, grade level or salary. The elected official or department head's request will be submitted to the Human Resources Department and placed on a Commissioner’s Court agenda for consideration in February or May.

At any time, the Commissioner’s Court may review or adjust any job description, grade or salary scale according to the needs of Grimes County.
E. POLICY ON PAYROLL DEDUCTION

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

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

3. OPTIONAL DEDUCTIONS
Any optional deduction authorized by the Commissioners Court and approved by the employee shall also be made from the employee's paycheck. No optional deductions shall be made from an employee's paycheck unless the employee turns in a written authorization for the deduction to the Human Resources Department.
F. POLICY ON WORK SCHEDULE AND WORKWEEK

1. WORK SCHEDULE
The normal hours of work for most positions in the County are 8:00 a.m. until 5:00 p.m., Monday through Friday for a total of 40 hours.

2. EXCEPTIONS
a. In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

b. The need for schedules that vary from the normal schedule shall be determined by each department head or elected/appointed official.

3. WORKDAY
The workday for the County shall begin at 12:00 a.m. each day and end 24 consecutive hours later.

4. WORKWEEK
For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act, the workweek for Grimes County shall begin at 12:00 a.m. on each Saturday and end seven (7) consecutive work days later (168 hours) 11:59 p.m. Friday. Law Enforcement employees who fall under the Fair Labor Standards Act 207(k) exemption shall have a work period of 28 days and 171 hours as established by the Grimes County Commissioners Court.
G. POLICY ON HOURS WORKED AND OVERTIME

1. LAW ENFORCEMENT PAY AND OVERTIME
Grimes County Commissioners Court has adopted the 207(k) exemption under the Fair Labor Standards Act for law enforcement employees, which includes deputies and jailers. These employees have a work period of 28 days and overtime will be due after 171 hours actually worked. Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime. Overtime will be paid at the rate of one and one-half times their regular rate.

2. HOURS WORKED
Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA), as amended.

3. OVERTIME APPLICATION
   a. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA. Overtime will be paid at the rate of one and one-half times their regular rate.
   b. Overtime for law enforcement employees is defined in #1 above.

4. OVERTIME DEFINITION
   a. Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek.
   b. Paid leave shall not be counted in determining if overtime has been worked in any workweek.
   c. Except in emergency situations, an employee shall be required to have authorization from the department head or elected/appointed official before working overtime.

5. GENERAL
Pursuant to the provisions of Section 157.021(b), Local Government Code, the following rules are adopted by the Commissioners Court of Grimes County, concerning overtime and compensatory time:
   a. No compensatory time shall be accrued by Grimes County employees.
   b. Unbudgeted Overtime: A department head or other supervisor shall not authorize an employee to incur overtime time above any budgeted amount in the current county budget. An employee shall not work overtime above any budgeted amount in the current county budget. Before authorizing any overtime, a department head or other supervisor shall confirm with the County Auditor that budgeted overtime is available.
   c. Emergency Overtime: The Commissioners Court may declare an emergency and approve emergency overtime. An elected/appointed official may declare an emergency and approve emergency overtime until such emergency overtime can be presented for review at a meeting of Commissioners Court. An emergency is an unforeseeable event that constitutes an immediate threat to life or property. Any authorized emergency overtime shall be immediately reported to the County Auditor and the Commissioners Court with a statement that describes the emergency.
   d. Violations of Overtime Rules: Any violation of these overtime rules shall be reported in writing to the Commissioners Court. Violations by a county employee may result in disciplinary action including a written reprimand, suspension without pay, or termination from employment with the County.
   e. While all actual work time must be counted, time not worked need not be included in computing overtime pay due.
   f. 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 to administer that Act.
   g. Questions regarding the calculation of overtime pay should be directed to the Treasurer's Office.
POLICY ON HOURS WORKED AND OVERTIME

1. Law Enforcement Pay and Overtime

Grimes County Commissioners' Court has adopted the 207(k) exemption under the Fair Labor Standards Act for law enforcement employees, which includes deputies, "constable deputies and jailers. These employees have a work period of 28 days and overtime will be due after 171 are physically worked. Paid leave shall not be counted in determining if overtime has been worked in any work period. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime.

The work period is based on 28 consecutive calendar days. A law enforcement employee will be paid an hourly rate plus overtime for any authorized hours worked over 171 during a work period. Overtime will not accrue in any work period during which an employee reports the use of sick, vacation, or holiday time hours until the number of actual hours worked reported during the work period exceeds 171.

A law enforcement employee must account for 160 hours, jailers account for 168 hours during each work period, by reporting actual hours worked or sick, vacation, or holiday time. If any employee reports more than 160 or 168 actual hours worked during a work period, he or she will receive compensation at their standard hourly rate for hours worked between 160, 168 and 171.

In the event that the employee has worked the minimum 160 hours or 168 hours in the 28-day work period and also takes days or hours off using vacation, sick, or holiday time, the employee will not be charged those vacation, sick, or holiday time. These hours will be credited back into to their bank.

In the event that the employee worked less than the minimum 160 hours or 168 hours, only the minimum number of hours will be deducted from the appropriate banks to reach the 160-hour minimum or the 168-hour minimum. If the employee does not have the appropriate amount of leave time to meet the minimum 160 or 168 hours, the employee will only be compensated for the actual hours worked.

"Timesheets that are modified after originals are submitted to the Treasurer's office, must be resubmitted as soon as possible with employee initials."

APPROVED IN COMMISSIONER COURT 6/5/2019
H. SEPARATIONS

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

2. TYPES OF SEPARATION
All separations from Grimes County shall be designated as one of the following types:
   a. Resignation;
   b. Retirement;
   c. Dismissal;
   d. Reduction in force (layoff);
   e. Death; or
   f. Other.

3. RESIGNATION
   a. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Grimes County.
   b. An employee who is resigning should submit a written notice of resignation to his/her supervisor. A copy should also be given to the Human Resources Department.

4. RETIREMENT
   a. 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.
   b. An employee who is retiring should 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.

5. DISMISSAL
   a. A dismissal shall be any involuntary separation from Grimes County.
   b. Grimes 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.

6. REDUCTION IN FORCE
An employee shall be separated from employment because of a reduction 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.

7. DEATH
   a. A separation by death shall occur when an individual dies while currently employed by the County.
   b. If an employee dies while still employed by the County, his/her estate shall receive all earned pay and payable benefits upon presentation of documentation sufficient to support such disbursement.

8. OTHER
   a. Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an "other" separation.
   b. When a separation is designated as "other", the supervisor shall provide details of the nature of the separation for the personnel records.

9. NOTIFICATION
As soon as a supervisor becomes aware of a separation from employment or the intent to separate
Employment by an employee, the supervisor shall be responsible for notifying the Human Resources Department. 12

10. REHIRE
Should a terminated employee be rehired, starting salary is that which is allowed in the budgeted position for which the employee received a job offer. Prior years of service and former salary will likely not be considered in determining the new salary and position with the County. The employee may be rehired in apposition that pays more or less than the position he/she formerly held. For the County’s policy regarding the rehire of retiring employees, see the County’s Policy on retirement herein.

11. PAYMENT WITH SEPARATION
An employee that has separated is required to turn in all county property to their Department Head or Elected Official and has completed all exit papers with Human Resources. If this process has been handled the last check will be direct deposited, if an employee has chosen this process. If an employee does not complete the process, then the last will be a manual check and will be held in Human Resources on the day of payroll.

12 The Employee Separation Form is attached on page 121 of this manual

**APPROVED IN COMMISSIONERS’ COURT ON JUNE 12, 2019
VI. EMPLOYEE BENEFITS

A. POLICY ON VACATION LEAVE

1. ELIGIBILITY
   a. All exempt and non-exempt full-time regular employees shall be eligible for vacation benefits. Each exempt employee shall be required to fill out a leave taken form to document any vacation used during a pay period.  
   b. Part-time and temporary employees shall not be eligible for vacation benefits.

2. ACCRUAL RATE *
   a. Employees who have worked for less than ten (10) continuous years in a position eligible to receive vacation shall earn vacation at the rate of 6.50 hours per month. In June and December such employee will earn 1 extra hour, which is equivalent to eighty (80) hours per year.
   b. Employees who have worked for ten (10) continuous years through the nineteenth (19th) year in a position eligible to receive vacation shall accrue vacation at the rate of ten (10) hours per month, which is equivalent to 120 hours per year. All changes will be effective beginning on the first day of the calendar year following the tenth (10th) year anniversary date of the employee’s employment.
   c. Employees who have worked twenty (20) continuous years or more in a position eligible to receive vacation shall accrue vacation at the rate of 13.00 hours per month. In June and December such employee will earn 2 extra hours, which is equivalent to 160 hours per year. All changes will be effective beginning on the first day of the calendar year following the twentieth (20th) year anniversary date of the employee’s employment.
   d. Vacation shall not be accrued while an employee is on leave without pay or on workers’ compensation. Employees will not receive vacation leave accrual for working less than a full-time schedule of 74 hours in two weeks or, in the case of law enforcement, 148 hours in the 28-day work period.

3. INITIAL ACCRUAL AND WAITING PERIOD
   Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of one full year in such a position before being eligible to take any vacation.

4. MAXIMUM ACCRUAL *
   a. The maximum amount of unused vacation an employee shall be allowed to have at one time is the amount of his or her current yearly accrual plus 40 additional hours. (This would be 120 hours for employees with less than ten (10) continuous years work in a position eligible to accrue vacation, 160 hours for employees with ten (10) continuous years or more but less than twenty (20) years in such a position, and 200 hours for employees with twenty (20) continuous or more years in such a position.)
   b. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until sufficient vacation time has been used to bring the balance below the maximum allowed under the policy.
   c. Accrual over the maximum may be allowed if an employee is unable to take vacation because of the needs of the County and:
      i. the employee’s supervisor prepares a request for the accrual above the maximum explaining why the employee was unable to take vacation; and
      ii. the request is approved by the Commissioners Court.

5. SCHEDULING
   Scheduling of vacations shall be at the discretion of the individual department head.

11 The Exempt Employee Leave Taken Form is attached on page 96 of this manual.
6. **MINIMUM USAGE**
The minimum amount of vacation that may be taken at one time shall be 0.25 (1/4) of an hour.

7. **BORROWING**
Employees shall only be able to use vacation which has already accrued and shall not be allowed to borrow vacation time against possible future accruals.

8. **PAY IN LIEU OF VACATION**
Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

9. **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 balance.

10. **PAY AT TERMINATION**
If an employee has worked for at least one year in a position which accrues vacation at the time the employee resigns or is discharged or terminated for any reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy. However, an employee who has not worked for a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.

11. **PAY AT STATUS CHANGE**
If an employee changes positions within the County and, as a result, the employee's status changes from non-exempt to exempt (pursuant to FLSA) the employee shall receive pay for all unused vacation up to the maximum allowed under this policy, assuming the employee had worked for at least one year in the previous position.

12. **RECORD KEEPING**
Each employee shall be responsible for accurately recording all vacation time used on his or her time sheet.

*The word continuous was added to the accrual rate and approved in Commissioners’ Court on November 13, 2019*
B. POLICY ON SICK LEAVE

1. ELIGIBILITY
   All exempt and non-exempt full-time regular employees shall be eligible for the paid sick leave benefit. Each exempt employee shall be required to fill out a leave taken form to document any sick time used during a pay period.\(^{15}\)

2. ACCRUAL RATE
   a. Eligible employees shall accrue sick leave at a rate of eight (8) hours per month. Employees will not receive sick leave accrual for working less than a full-time schedule of 74 hours in two weeks or, in the case of law enforcement, 148 hours in the 28-day work period.
   b. Accrual of sick leave shall start at the time an individual begins work for the County in a position eligible for the sick leave benefit.

3. MAXIMUM ACCRUAL
   The maximum amount of unused sick leave an employee shall be allowed to have at any time is 480 hours.

4. CARRY OVER
   Employees shall be allowed to carry over hours of sick leave from the previous year if it does not exceed the 480-hour maximum.

5. USE OF SICK LEAVE
   a. Eligible employees may use any accrued sick time upon accrual.
   b. Sick leave may be used for the following purposes:
      i. illness or injury of the employee;
      ii. appointments with physicians, optometrists, dentists, and other qualified medical professionals; or
      iii. to attend to the illness or injury of a member of the employee’s immediate family.
   c. 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.
   d. Sick leave may not be used as vacation or any other reason not addressed in this policy.

6. NOTIFICATION
   a. 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.
   b. 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 15 minutes of the employee’s normal time to begin work, when practicable. EXCEPTION: Grimes County Sheriff's Office personnel shall refer to the department's policy regarding sick notification.
   c. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify his/her supervisor as soon as is reasonably practicable.
   d. 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.

7. DOCUMENTATION
   a. 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. The employee will be placed on FMLA if the event and the employee are eligible after five (5) consecutive work days.

\(^{15}\) The Exempt Employee Leave Taken Form is attached on page 120 of this manual.
12. **GRIMES COUNTY COVID-19 POLICY**

Protocol for employees recently exposed to someone who has tested positive for COVID-19: Employees are required to quarantine (to keep themselves away from others) until all of the following have occurred:

1. At least five (5) days have elapsed since the exposure.
2. A negative COVID-19 test has been obtained after the fifth day described above; and
3. The employee is experiencing no COVID-19 symptoms.

"Exposure" is defined by the Centers for Disease Control and Prevention:

1. You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
2. You provided care at home to someone who is sick with COVID-19.
3. You had direct physical contact with the person (hugged or kissed them).
4. You shared eating or drinking utensils; or
5. They sneezed, coughed, or somehow got respiratory droplets on you.

Working from home is encouraged while a person is in quarantine; however, each fiscal year, an employee is eligible for up to ten days of paid COVID-19 leave, subject to an 80-hour cap for full-time employees. Part-time regular employees are eligible to receive paid COVID-19 leave for work hours within a ten-day period up to the amount designated by the County for that position. This policy will apply when:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to paragraphs (1) or (2).

Once the 10 days or 80 hours have been exhausted, the employee has the option to use sick or vacation time to cover additional days. An employee's sick time must be exhausted prior to using any other personal leave. Employees may return to work as recommended by the Centers for Disease Control and Prevention. If an employee tests positive, the employee's Elected Official/Department Head shall notify HR Director at 936-873-4401 IMMEDIATELY. (Effective 4/7/2021)
C. SICK POOL POLICY

1. PURPOSE
The purpose of the Grimes County Sick Leave Pool is to provide additional sick leave days to County
employees in the event of a catastrophic illness or injury or disability that prevents an employee from
active employment. Days may be applied from the Pool only after the employee has exhausted all
accrued sick leave and vacation leave.

2. DEFINITIONS
a. A catastrophic illness or injury is defined as: a terminal, life-threatening, and/or severe condition
or combination of conditions affecting the mental or physical health of the employee that requires
the services of a licensed health practitioner for a prolonged period of time and that forces the
employee to exhaust all accrued leave time (sick leave or vacation leave) and to lose
compensation from the County.
b. A licensed practitioner is a practitioner, as a defined by the Texas Insurance Code, who practices
within the scope of his/her license.
c. A day equals eight (8) hours.

3. ADMINISTRATION OF THE POOL
a. At the direction of the Commissioners Court, the Human Resources Director shall serve as the
Pool Administrator. At the direction of the Commissioners Court, the Pool Administrator shall be
responsible for developing mechanisms to transfer accrued sick leave into and out of the Pool;
developing rules and procedures for the operation of the Pool; and developing forms for
contributing leave to, or using leave from, the Pool.
b. The Pool Administrator shall appoint members to serve on the Pool Administrative committee for
two (2) year terms. The Pool Administrative Committee shall be composed of the following
members: an elected official, the County Auditor, a Department Supervisor, and the Human
Resources Director. This committee shall be responsible for considering all requests for use of
leave from the Pool.

4. POOL MEMBERSHIP
a. All regular full-time employees are eligible to join the Sick Leave Pool by contributing a minimum
of one day or a maximum of five days accrued sick leave.
b. New employees may join the pool after 12 months continuous employment. Days donated will be
subtracted from their accrued leave.
c. After the Pool is established, employees will only be able to join at a time designated each year
by the Pool Administrator or, in the case of new employees, immediately upon completion of 12
months of continuous service.
d. Membership enrolment forms must be submitted to the Human Resources Department. Days
donated will be subtracted from each member’s accrued sick leave.
e. Days donated become the property of the Grimes County Sick Leave Pool and cannot be
returned in the event of membership cancellation.
f. Employees on approved leave of absence will retain membership in the Pool and will not be
required to donate additional days.
g. To maintain the Sick Leave Pool, all members must donate a minimum of 1 day (8 hours) or a
maximum of 5 days (40 hours) of sick leave each February, or at a time during the fiscal year
designated by the Pool Administrator for general membership donations. Only one donation
during the fiscal year is required to maintain membership in the Pool.

5. DAYS GRANTED
a. Days will be granted only for catastrophic illness or other disability, which necessitates an
absence from work for five consecutive days or longer but not to exceed the Family and Medical
Leave Act ("FMLA") time granted. In case of intermittent treatment (i.e. chemotherapy for cancer
treatment) days can be granted for 1-4 days absence.
b. Pregnancy will not be covered by the Sick Leave Pool, but complications due to pregnancy or delivery will be considered.

c. The Pool may be used only by members for his/her personal illness or disability or for a family member whose illness and relationship to the employee meet the guidelines of the Family and Medical Leave Act and the Grimes County Family and Medical Leave Policy with Military Entitlements.

d. Days requested for stress-related illness will be granted for hospitalized days only.

e. The maximum number of days granted to an employee each year shall not exceed one-third of the total amount of time in the Pool at the time of the request or twelve (12) work weeks, whichever is less.

f. An individual may donate up to 10 days (80 hours) to the pool at the time of termination of employment.

g. Days will not be granted when an employee is receiving worker’s compensation or long-term disability benefits.

6. PROCEDURE

a. An eligible employee must apply to the Pool Administrator for permission to use time in Pool. The eligible employee must attach to the application a physician’s certificate documenting the catastrophic illness or injury and estimating the time needed off work for recovery from such illness or injury.

b. The Pool Administrator shall present the application to the Pool Administrative Committee, which shall determine eligibility.

c. If the employee is determined to be eligible, the Pool Administrative Committee shall determine the exact amount of time that the eligible employee may use and shall approve the transfer of time from the Pool to the employee.16 The time shall be credited to the employee and shall be used in the same manner as accrued sick leave.

d. An employee absent on sick leave assigned from the Pool is treated for all purposes as if the employee were absent on accrued sick leave.

e. If a member is critically ill and unable to file an application for sick leave from the Pool, his/her department head may submit an application at the request of the employee’s family.

7. FINAL AUTHORITY

If the Administrative Committee denies an employee’s application to withdraw hours from the Pool, the denied employee may request the Commissioners Court consider the appeal of the denial. The decision of the Commissioners Court shall be final.

8. APPLICATION FORMS

a. Applications for donation of accrued sick time to the Grimes County Sick Leave Pool are available in the Human Resources Office.17

b. Applications for withdrawal from the Grimes County Sick Leave Pool are available in the Human Resources Office.18

16 The Grimes County Sick Leave Pool Committee Decision Form is attached on page 124 of this manual.
17 The Grimes County Sick Leave Pool Membership Application is attached on page 122 of this manual.
18 The Grimes County Application for Sick Pool Days is attached on page 123 of this manual.
D. POLICY ON HOLIDAYS

1. ELIGIBILITY
All full-time employees shall be eligible for the paid holiday benefit. Part-time employees shall be eligible for the benefit only if the employee is regularly scheduled to work on the holiday.

a. ***All Full-Time employees shall be eligible for paid Holiday Benefits. The Paid Holiday Benefit consists of the days annually approved by Commissioners Court at a rate of eight (8) hours each holiday.

b. ***All Part-Time employees shall be eligible for up to ½ (half) of the Paid Holiday Benefit only if the employee is regularly scheduled to work on the holiday. Half of the Paid Holiday Benefit consists of the days annually approved by Commissioners Court at a rate of four (4) hours each holiday.

2. HOLIDAYS
The county holidays for the following calendar year shall be determined by the Grimes County Commissioners Court prior to the end of the current year.

3. HOLIDAY DURING VACATION
If a 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.

4. HOLIDAY ON A DAY OFF
a. 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 60 days. EXCEPTIONS: Road and Bridge personnel shall be allowed to carry over up to forty (40) hours of holiday time into the following year provided that the carried-over holiday hours are used on or before April 30th of such year. The Grimes County Sheriffs Office personnel and District Attorney Investigator(s) are expected to take their holiday time throughout the year. Forty (40) hours of time can carryover for such employees through January 31st of the following year. If this time is not used by January 31st, it will be forfeited. Twelve hour shift employees of the Grimes County Sheriffs Office shall refer to that department’s policy regarding holiday time.

b. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.

5. EMERGENCIES OR SPECIAL NEED
An eligible employee called in to work on a holiday because of an emergency or other special need of the County shall, at the employee’s discretion, be given either (a) paid time off during the next 120 days equivalent to one and a half (1 ½) hours of time worked on the holiday, or (b) compensated at one and a half (1 ½) times their hourly rate per hour(s) of time worked on the holiday.

6. SPECIAL OBSERVANCES
a. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for the County.

b. Each supervisor is responsible for granting leave based on the needs of his/her individual department.

c. Vacation or leave without pay may be used for special leave granted.

7. NO ACCRUAL
Holidays do not accrue, and, if they are not taken as described herein, they will not be paid at termination. The only exception to this is the employee will be paid any hours owed if the employee worked on a holiday and the employee is terminated before the time is taken off as required above.

20 Effective January 3, 2018.
***Approved in Commissioners Court 11/14/2018

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E. POLICY ON JURY DUTY LEAVE AND COURT ATTENDANCE

1. JURY DUTY
   a. Employees of Grimes County who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury.
   b. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.
   c. Any fees paid for jury service may be kept by the employee.

2. OFFICIAL COURT ATTENDANCE
   Employees who are subpoenaed or ordered to attend Court to appear as a witness in some official capacity on behalf of the County shall be entitled to leave with pay for such period as his/her court attendance may require.

3. PRIVATE LITIGATION
   If an employee is absent from work to appear in private litigation in which he/she is a principal party or witness, other than a witness for the County, the time shall be charged to vacation, other eligible paid leave, or leave without pay.
F. POLICY ON MILITARY LEAVE

1. GUARD AND RESERVE
   a. County employees who are members of the National Guard, Texas Militia, or active Reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per federal fiscal year with pay to attend authorized training sessions and exercises.
   b. The fifteen (15) day 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 federal fiscal year.
   c. Pay for attendance at Reserve, Texas Militia, or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee’s normal work schedule.
   d. An employee may use leave without pay or other eligible leave if he/she must attend Reserve or National Guard training sessions or exercises in excess of the fifteen (15) day maximum.

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

3. ACTIVE MILITARY
   County employees who leave their positions 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.
G. POLICY ON FUNERAL LEAVE

1. FAMILY FUNERAL
   a. Employees shall be allowed up to three days leave with pay for a death in the immediate family.
   b. For purposes of this policy, immediate family shall include the employee's family to the 2nd degree of consanguinity and 1st degree of affinity. (Spouse, Father, Mother, Son, Daughter, Grandfather, Grandmother, Brother, Sister, Granddaughter, Grandson, Father-in-Law, Mother-In-Law, Son-In-Law, Daughter-In-Law, Spouse's Son, and Spouse's Daughter.)

2. OTHER LEAVE
   Employees may be allowed time off with pay, up to a maximum of four (4) hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend for a maximum of three (3) times per year.

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

4. CLOSING OF OFFICE
   a. County Offices shall close for a one-half (1/2) day for observance of a death of a county official.
   b. For a death of a current county employee, that office may close for a one-half (1/2) day to attend the funeral with approval from the department head.
H. MEASUREMENT PERIODS

1. NEW EMPLOYEE
New Employees fall into several categories:
   a. Reasonably expected to work full-time at hire date (do not need to measure);
   b. Reasonably expected not to work full-time at hire date (measure);
   c. Seasonal employees at hire date (measure); and
   d. Variable hour employees at hire date (measure).

2. NEW HIRES
   a. Initial Measurement Period (IMP)
      i. The Initial Measurement Period is the period that an employer chooses to apply to new
         hires. This period is used to determine whether newly hired variable hour and seasonal
         employees are eligible for health insurance. The Initial Measurement Period and the
         Initial Administrative Period combined may not extend beyond 13 months and a fractional
         month.
      ii. The Initial Measurement Period begins on a new non full-time employee's hire date and
          will end 12 months later. For example, if a variable hour employee is hired on April 1,
          2015, then that employee's IMP will begin on April 1, 2015 and will end on March 31,
          2016.
   b. Initial Administrative Period (IAP)
      i. The Initial Administrative Period is the period of time during which Grimes County
         performs measurement and determines whether health care coverage should be offered.
         This period begins immediately following the end of the Initial Measurement Period and
         ends immediately before the start of the Initial Stability Period (ISP).
      ii. The Initial Administrative Period begins immediately following the end of the Initial
          Measurement Period and ends immediately before the start of the Initial Stability Period
          but is no longer than one (1) month plus a fractional month. For example, if a variable
          hour employee's IMP ends on March 31, 2016 then that employee's IAP begins on April
          1, 2016 and ends April 30, 2016. During this period, Grimes County will determine if the
          employee is eligible for health care coverage (paid an average of thirty (30) or more
          hours during their IMP). If eligible, the employee must be offered health care coverage.
   c. Initial Stability Period (ISP)
      i. The Initial Stability Period is the period of time lasting 12 months during which the
         employee is either:
         • Considered health insurance eligible and must be offered coverage, or;
         • Is not considered eligible and coverage need not be offered.
      ii. For new variable hour and seasonal employees, the ISP must begin after their IMP and
          any IAP. For those determined to be eligible, their ISP must be the same length as the
          Standard Stability Period.
      iii. The Initial Stability Period for Grimes County is 12 months beginning immediately after
          the Initial Administrative Period ends. For example, if during the IAP (April 1, 2016
          through April 30, 2016) it is determined that a variable hour employee is paid an average
          of thirty (30) hours or more per week during their IMP, then that employee is eligible and
          must be offered health care coverage. If the employee accepts the health care coverage
          then their coverage begins May 1, 2016 and will end April 30, 2017 (their ISP) unless
          they continue to be paid an average of thirty hours or more per week during the Standard
          Measurement Period, in which case, the employee must be offered health care coverage
          again.

3. ONGOING EMPLOYEES
An ongoing employee is one who has been employed for at least one complete Standard Measurement
Period.
   a. Standard Measurement Period (SMP)
i. The Standard Measurement Period is the period used for ongoing employees. This period is used to determine whether variable hour and seasonal employees are eligible for health insurance coverage.

ii. The Standard Measurement Period for Grimes County begins August 1 each year and will end July 31 the following year. For example, in FY 2016, the SMP begins August 1, 2015 and will end July 31, 2016.

b. Standard Administrative Period (SAP)

i. The Standard Administrative Period is the period of time which Grimes County performs measurement and determines whether health care coverage should be offered. This period begins immediately following the Standard Measurement Period and ends immediately before the Standard Stability Period.

ii. The Standard Administrative Period begins August 1 of each year and will end July 31. For example, in FY 2016 the SAP begins September 1, 2016 and will end September 30, 2017. During this period Grimes County will determine if the employee is eligible for health care coverage (paid an average of thirty or more hours during the SMP). If eligible, the employee must be offered health care coverage.

c. Standard Stability Period (SSP)

i. If it is determined that an employee averaged at least 30 hours per week during the SMP, the employee is eligible for health insurance coverage and must be offered participation during the subsequent Standard Stability Period. If an employee accepts the health care coverage, the Standard Stability Period is 12 months beginning immediately after the Standard Administrative Period ends regardless of the employee's number of hours of service during the SSP.

ii. The Standard Stability Period for Grimes County begins October 1 each year and ends September 30. For example, if during the SAP (September 1, 2016 through September 30, 2017) it is determined that a variable hour employee is paid an average of thirty hours or more per week during their SMP, then that employee is eligible and must be offered health care coverage. If the employee accepts health care coverage then their coverage begins October 1, 2016 and will end September 30, 2017 (their SSP) unless they continue to be paid an average of thirty hours or more per week during their next Standard Measurement Period, in which case, the employee must be offered health care coverage again.
I. POLICY ON HEALTH AND DENTAL INSURANCE

1. ELIGIBILITY
a. All full time regular employees of Grimes County shall be eligible for the group medical plan and dental plan benefits.
b. Regular variable hour employees who work an average of thirty (30) or more hours a week in the measurement period will be eligible for health insurance after the measurement period.
c. Regular part time, temporary seasonal, temporary short term part time, and regular variable hour employees who work an average of less than thirty (30) hours a week in the measurement period will not be eligible for health insurance.
d. Premiums for the health insurance coverage for eligible employees shall be paid entirely by the County. Premiums for the dental insurance coverage for eligible employees shall be paid by the employee.
e. There will be a waiting period of sixty (60) days starting at the first of the month after hired, for the insurance to be effective.

2. DEPENDENT COVERAGE
a. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.
b. Deductions for dependent coverage shall be made through payroll deductions from the employee's paycheck each pay period.

3. LIFE INSURANCE
Employees will have a limited amount of life insurance on themselves as part of their group medical insurance coverage.

4. INFORMATION
Details of coverage under the group medical insurance plan are available in the Human Resources Department and may be obtained during the normal working hours for that office.

5. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)
Employees who leave the employment of Grimes County or who lose their insurance eligibility, may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If an employee is unable to return to work following FMLA, if eligible, they will be offered COBRA. Information on extension of benefits under COBRA is available in the Human Resources Department and may be obtained during the normal working hours for that office. COBRA notifications will be provided to all employees within 30 days of their hire date. All eligible employees and qualified dependents will be provided with COBRA information (election notice) within 14 days of their termination or qualifying event.

6. RETIREES
An individual, who has retired from Grimes County with a retirement from the County can qualify for a partial payment towards their personal health insurance. The County will pay 30 percent of the cost, and the retiree will pay 70 percent (which will be due five days prior to the end of each month). This will only apply with the insurance carrier of the County. Once a retiree becomes eligible for Medicare, the County’s supplemental insurance may provide coverage for medical costs (not dental) which are not covered by Medicare.
J. POLICY ON WORKERS’ COMPENSATION

1. ELIGIBILITY
   All Grimes County employees are covered by workers' compensation insurance while on duty for the County.

2. BENEFITS
   a. Workers' compensation insurance pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of his/her job.
   b. Workers' compensation also pays a partial Temporary Income Benefit (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work related injuries or illnesses.
   c. Employees may use paid leave for all time off less than or equal to 7 days.
   d. All employees who are placed on Worker's Compensation leave will fall under the Family and Medical Leave Act (FMLA). Grimes County runs FMLA and Worker's Compensation concurrently.

3. ACCIDENT REPORTING
   a. Any employee who suffers a job related illness or injury SHALL BE REQUIRED TO NOTIFY HIS/HER SUPERVISOR AS SOON AS POSSIBLE. After the supervisor is advised of the accident, he or she must immediately contact the Human Resources Department.
   b. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

4. 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.

5. CONTRIBUTORY ELIGIBILITY
   An 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.
K. RETURN-TO-WORK POLICY

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

2. COORDINATION WITH ATTENDING PHYSICIAN
An employee on leave due to a work-related disability can return to work only when Grimes County receives the attending physician’s written medical release authorizing such return. Grimes County’s Human Resources Department, in conjunction with the elected official, are responsible for providing the physician with a copy of the employee’s job description, copies of job descriptions for potential modified/light-duty assignments, and written information explaining Grimes County’s return-to-work program.

3. 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 Human Resources Department and medical consultants to analyze any new modified/light-duty position and develop a job description describing the essential functions of that position.

4. 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 Grimes County or its insurance carrier. The following options are explored:
   a. Return to prior position. An employee is offered the opportunity to return to his or 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 Personnel office 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.
   b. 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/light-duty assignment that has been approved by the employee’s attending physician. The Personnel office is responsible for working with the employee’s supervisor, the elected officials, and the employee’s attending physician to develop and implement the light-duty assignment. The assignment can consist of the employee’s regular job with reduced working hours and/or activities, or an alternative light-duty position.

5. RESTRICTIONS ON LIGHT-DUTY ASSIGNMENTS
The following restrictions apply to modified/light-duty assignments:
   a. No guarantee of work. As provided in this policy, Grimes County must endeavor to return employees to gainful employment as soon as possible by exploring possible modified/light-duty assignments. However, Grimes County does not guarantee the availability of modified/light-duty work.
   b. Pay rates and workers’ compensation benefits. Employees on light 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 may 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 compensation standards whether on modified/light-duty assignment or not). The pay rate for a modified/light-duty assignment is based on the knowledge, skills, and abilities required for the job as well as general market conditions. Employees who return to work in light-duty positions before they have reached maximum medical improvement are eligible for temporary partial disability benefits under Texas’ 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/light-duty positions are not permitted to supplement their workers' compensation benefits by using their accrued vacation, personal, or medical/sick leave.

c. 12-Week limit. Modified/light-duty assignments are temporary arrangements intended to complement and facilitate the healing process. Modified/light-duty assignments cannot exceed 12 weeks without approval from the Grimes County's elected official in charge of that position.

6. **EMPLOYEE REFUSAL OF WORK/TRAINING**
In the event that an employee refuses to return to regular or modified/light duties in response to a written, bona fide offer of employment by Grimes County sent via certified mail, the employee is separated from Grimes County 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.) A written offer of employment must clearly state:

a. the position offered and the duties of the position;
b. Grimes 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;
c. the job's essential functions; and

d. the job's wage, working hours, and location.

7. **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 or her regular position. Grimes County, in consultation with the employee's attending physician and the Workers' Compensation Carrier, must evaluate the following options:

a. Securing vocational rehabilitation services from the Department of Assistive and Rehabilitative Services or private consultants, as appropriate. Services can include assessment and testing, counseling, and training.
b. Finding a position at Grimes County commensurate with the employee's knowledge, skills, and abilities.
c. Employees with permanent disabilities are paid partial or total permanent disability benefits as required under Texas's regulations on workers' compensation.

8. **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 workers' compensation statute and applicable federal law.

9. **COORDINATION WITH FMLA**

a. 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.
b. It is Grimes County's policy to designate an employee's leave due to a work-related injury or illness as FMLA leave. To the extent permitted by the FMLA, Grimes County counts the period of an employee's modified/light-duty assignment toward the employee's FMLA entitlement.
c. Employees entitled to FMLA leave can voluntarily accept light-duty assignments while they are recuperating, but they cannot be required to do so. Employees who lose their workers' compensation benefits as a result of declining a light-duty assignment are required to substitute any available paid leave, such as accrued vacation, personal, or medical/sick leave, for unpaid FMLA leave.
d. 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.
L. POLICY ON RETIREMENT

1. ELIGIBILITY
All regular (part time, full time, regular variable hour) employees shall be eligible for the retirement benefit through the Texas County and District Retirement System (TCDRS). Temporary season and temporary short term employees will not be eligible for retirement benefits.

2. CONTRIBUTIONS
a. Eligible employees will make contributions to the retirement program through a system of payroll deductions.
b. Grimes County shall make a contribution to each eligible employee's retirement account according to requirements of TCDRS.

3. INFORMATION
Information on the retirement program may be obtained at the Human Resources Department during the normal working hours for that office.
M. RETIREE REHIRE

Retired employees shall be eligible to apply for open positions with Grimes County as long as the following provisions are met: (1) The retiree has been retired for at least three (3) calendar months, (2) no prior arrangement or agreement was made between Grimes County and the retiree for re-employment, and (3) strict adherence to normal leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide separation of employment and have been retired for a minimum of three (3) calendar months. A bona fide separation means there is no prior agreement or understanding between Grimes County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4 adopted by the TDCRS Board of Trustees, restrictions apply to elected officials, people employed for the same or different position in the same or different department, employee status changes, and independent contractors.

Newly elected officials who have recently retired from the county cannot draw their retirement because they have an arrangement to return to work for the county. Employees also cannot retire with an agreement to go work in a different department or different position. Changing employee status does not matter when determining if someone is still working for the county. Also, an employee cannot retire from the county with an arrangement to begin work as an independent contractor.
N. POLICY ON SOCIAL SECURITY

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

2. CONTRIBUTIONS
Contributions to this program shall be made by deductions from each employee’s pay check in accordance with the requirements of the program.
O. POLICY ON FAMILY AND MEDICAL LEAVE

1. ELIGIBILITY
   a. To be eligible for benefits under this policy, an employee must:
      i. have worked for Grimes County at least twelve (12) months (it is not required that these
         12 months be consecutive; however a continuous break in service of 7 years or more will
         not be counted toward the 12 months); and
      ii. have worked at least 1250 hours during the previous twelve (12) months.

2. QUALIFYING EVENTS
   a. Family or medical leave under this policy may be taken for the following situations:
      i. the birth of a child and in order to care for that child;
      ii. the placement of a child in the employee's home for adoption or foster care;
      iii. to care for a spouse, child (under the age of 18 or if over 18 incapable of self-care due to
           disability), or parent with a serious health condition;
      iv. the serious health condition of the employee that makes the employee unable to perform
           the essential functions of their job;
      v. a qualifying exigency arising out of the fact that an employee's spouse, child or parent is
         a covered military member of the Armed Forces (Regular, Reserve or National Guard)
         deployed to a foreign country or has been notified of an impending call or order to active
         duty in a foreign country;
      vi. to care for a covered service member (Regular, Reserve or National Guard) with a
          serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest
          blood relative) of the service member; or
      vii. to care for a covered 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 began that medical treatment, recuperation or therapy.

3. SERIOUS HEALTH CONDITION
   a. Serious health condition of the employee shall be defined as a health condition that requires
      overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing
      treatment by a health care provider.
   b. Serious health condition of a spouse, child, or parent shall be defined as a condition which
      requires overnight inpatient care at a hospital, hospice, or residential care medical facility or a
      condition which requires continuing care by a licensed health care provider.
   c. A serious health condition involving continuing treatment by a health care provider includes any
      one or more of the following:
      i. a period of incapacity of more than three consecutive, full calendar days, and any
         subsequent treatment or period of incapacity relating to the same condition, that also
         involves:
            • treatment two or more times within 30 days of incapacity, or
            • treatment by a health care provider on at least one occasion which results in a
               regimen of continuing treatment by a health care provider; and
            • this treatment must occur within the first seven days of incapacity.
      ii. any period of incapacity due to pregnancy or pre-natal care;
      iii. any period of incapacity or treatment due to a chronic serious health condition that
           requires periodic visits to a health care provider and continues over an extended period
           of time;
      iv. any period of incapacity which is permanent or long term due to a condition that
          treatment is not effective;
      v. any period of incapacity or absence to receive multiple treatments by a health care
         provider.
4. **EXIGENCY LEAVE**
   a. Eligible employees may take FMLA leave when an employee’s covered military member (spouse, child of any age or parent) is on active duty or called to active duty status in a foreign country.
   b. The following qualify as exigency leave:
      i. leave may be taken to address any issue that arises because the covered military member was given seven or less days notice for active duty deployment in support of a contingency operation. Eligible employees may take up to 7 days beginning on the date the covered military member receives the call or order to active duty;
      ii. leave may be taken to attend any official ceremony, program or event sponsored by the military that is related to the active duty or call to active duty status in a foreign country of a covered military member;
      iii. leave may be taken to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status in a foreign country of a covered military member;
      iv. leave may be taken to arrange for alternate childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member;
      v. leave may be taken to make or update financial or legal arrangements to address the covered member’s absence while on active duty or call to active duty status in a foreign country;
      vi. leave may be taken to act as the covered military member’s representative before a governmental agency for obtaining, arranging or appealing military service benefits while the covered military member is on active duty or call to active duty status in a foreign country and for a period of 90 days following the termination of the covered member’s active duty status;
      vii. leave may be taken to attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child provided the need for counseling arises from the active duty status or call to active duty status in a foreign country of a covered military member;
      viii. leave may be taken to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during leave during the period of deployment. Eligible employees may take up to fifteen (15) days of leave for each instance of rest and recuperation;
      ix. leave may be taken to attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member’s active duty status;
      x. leave may be taken to address issues that arise from the death of a covered military member while on active duty status in a foreign country;
      xi. certain activities related to the care of the activity member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty;
      xii. leave may be taken to address any other additional events that may arise out of the covered military member’s active duty or call to active duty status in a foreign country provided the County agrees the leave shall qualify as an exigency and agree to both the timing and the duration of such leave.

5. **LEAVE AMOUNT**
   a. Up to twelve (12) weeks leave per twelve (12) month period may be used under this policy.
   b. The County will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy.
   c. All leave taken under this policy during the prior twelve (12) month period shall be subtracted from the employee’s twelve (12) week leave eligibility and the balance is the leave the employee is entitled to take at that time.
   d. If a husband and wife both work for the County the maximum combined leave they shall be allowed to take in any twelve (12) month period for the birth or placement of a child, or care for a
parent with a serious health condition is twelve (12) weeks. The combined limit is 26 weeks in a
single twelve (12) month period if leave is to care for a covered service member or covered
veteran with a serious injury or illness.

e. An eligible employee is entitled up to 26 workweeks of leave to care for a covered service
member or covered veteran with a serious injury or illness during a single 12-month period;
i. the single twelve (12) month period begins on the first day the eligible employee takes
FMLA to care for a covered service member or covered veteran and ends twelve (12)
months after that date;
ii. if an eligible employee does not take all of their 26 workweeks during this twelve (12)
month period, the remaining part of the 26 workweeks of leave entitlement to care for the
covered service member or covered veteran is forfeited;
iii. this leave entitlement is applied on a per-injury basis such that an eligible employee may
be entitled to take more than one period of 26 workweeks of leave if the leave is to care
for different covered service members or covered veterans or to care for the same
covered service member or covered veterans with a subsequent serious illness or injury,
except that no more than 26 workweeks may be taken within any single twelve (12)
month period.

6. PAID AND UNPAID LEAVE
a. If an employee has accrued leave, the employee shall be required to use the following paid leave
in the order detailed below: sick, vacation, and holiday (as applicable). The remainder of the
leave shall be unpaid.

b. An employee who is taking leave because of the employee’s own serious health condition, or the
serious health condition of an eligible family member shall be required to first use all earned sick
leave, vacation, and holiday (as applicable), and any other paid leave with the remainder of the
twelve (12) week leave period being unpaid leave.

c. An employee taking leave for a qualifying exigency for a covered military member shall be
required to use first earned vacation, then other available paid leave, except for sick leave, with
the remainder of the 12 week leave period being unpaid leave.

d. An employee taking leave for the care of a covered service member or veteran shall be required to
use first all sick leave, then vacation, and any other paid leave, with the remainder of the 26
week leave period being unpaid leave.

e. The maximum amount of paid and unpaid leave that may used under this policy in any twelve
(12) month period is twelve (12) weeks, except for qualifying leave to care for a covered military
member with a serious injury or illness with the maximum leave being 26 weeks in a single twelve
(12) month period.

7. MATERNITY AND CHILD PLACEMENT LEAVE
a. An employee taking leave for the birth of a child shall be required to use paid sick leave first, then
vacation and holiday leave for the recovery period after the birth of the child and prior to being on
unpaid leave.

b. After the recovery period from giving birth to a child, the employee shall be required to use
care for the placement of a child in the employee’s home for
vacation; and other available paid leave, except for sick leave, with the remainder of the twelve
(12) week leave period being unpaid leave.

c. 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 vacation and other available paid leave, except for
sick leave, with the remainder of the twelve (12) week leave period being unpaid leave.

8. INSURANCE
a. While on leave under this policy, the County shall continue to pay the employee’s medical plan
premium at the same rate as if the employee had been actively at work.

b. The employee shall be required to pay for dependent coverage, and for any other coverage for
which the employee would normally pay, or the coverage will be discontinued.

c. Payment for coverage under this policy shall be made through regular payroll deduction while the
employee is on leave with pay.
d. 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.
e. At the end of the twelve (12) weeks leave, all eligible employees will be offered COBRA if they are unable to return to work, except for the care of an injured covered military member wherein the eligible employee will be offered COBRA at the end of 26 weeks in a single twelve (12) month period.

9. **INTERMITTENT LEAVE AND REDUCED SCHEDULE**
a. Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee’s eligible family member, or the care of a covered military member or covered veteran.
b. A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee’s eligible family member, or the care of a covered military member or covered veteran.
c. 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 twelve (12) week leave eligibility.
d. If the time missed is for the care of a covered military member or covered veteran with a serious injury or illness the time will be deducted from the employee’s 26 week leave eligibility in a single twelve (12) month period.

10. **PHYSICIAN’S STATEMENT/REQUIRED DOCUMENTS**
a. The County shall have the right to ask for certification of the serious health condition of the employee or the employee’s eligible dependent when the employee requests or is using leave under this policy.
b. The employee must respond to the request within fifteen (15) days of the request or provide a reasonable explanation for the delay. If an employee does not respond, leave may be denied.
c. Certification of the serious health condition of the employee shall include:
   i. the date the condition began;
   ii. its expected duration;
   iii. the diagnosis of the condition;
   iv. a brief statement of the treatment; and
   v. 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.
d. Certification of the serious health condition of an eligible family member shall include:
   i. the date the condition began;
   ii. its expected duration;
   iii. the diagnosis of the condition;
   iv. a brief statement of treatment; and
   v. a statement that the patient requires assistance and that the employee’s presence would be beneficial or desirable.
e. Certification for leave taken because of a qualifying exigency shall include:
   i. a copy of the covered military member’s active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or called to active duty status in a foreign country;
   ii. the dates of the covered military members active duty service;
   iii. a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave;
   iv. the approximate date on which the qualifying exigency will start and end;
   v. if the request is for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency;
   vi. if the qualifying exigency involves meeting with a third party, appropriate contact information such as: name, title, organization, address, telephone number, fax number and e-mail address and a brief description of the purpose of the meeting.
f. Certification for leave taken for a serious injury or illness of a covered military member or covered veteran shall include:
i. if the injury or illness was incurred in the line of duty while on active duty;

ii. the approximate date on which the injury or illness occurred and the probable duration;

iii. a description of the medical facts regarding the covered military members or covered veteran's health condition, sufficient to support the need for care;

iv. if the covered military member is a current member of the Regular Armed Forces, the National Guard or Reserves and the covered military member's branch, rank and unit currently assigned to;

v. the relationship of the employee and the covered military service member or covered veteran; or

vi. in lieu of certification, an ITO (invitational travel orders) or an ITA (invitation travel authorizations) issued is sufficient certification for an eligible employee to be allowed to take FMLA to care for a covered military member.

vii. The employee may be required to provide confirmation of the covered family relationship to the seriously injured or ill covered military member or covered veteran.

g. The County may send out to an employee who has been out for three (3) or more days a Medical Certification to determine the employees FMLA eligibility. The employee should have their physician complete and return the certification within fifteen (15) days to receipt to be eligible for FMLA. Failure to return the medical certification may result in denial of FMLA. Employees will be required to provide a Fitness-for-Duty certification prior to returning to work.

h. 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. Certification for intermittent or reduced schedule leave may be requested every six (6) months in connection with an eligible absence.

i. The County shall have the right to ask for a second opinion from a physician of the County’s choice, at the expense of the County, if the County has reason to doubt the certification, except FMLA to care for a seriously injured or ill covered service member supported by an ITO or ITA.

j. If there is a conflict between the first and second 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.

11. REQUESTING

a. 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.

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

c. 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 reasonable practicable.

d. 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.

12. REINSTATEMENT

a. Employees returning from leave under this policy, and who have not exceeded the twelve (12) week 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.

b. Employees who have not exceeded the 25 week maximum, in a single twelve (12) month period, allowed to care to a seriously injured or ill covered military member, shall be returned to the same job or a job equivalent to the job they held prior to going on leave.

c. 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.

d. 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 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave; this includes employees who may have sick leave or vacation leave still available.

13. REPAYMENT OF PREMIUMS
Except in situations where the employee is unable to return to work because of the serious medical condition of the employee, 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 leave allowed under this policy shall be required to reimburse the County for all medical premiums paid by the County while the employee was on leave without pay.

14. 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.

15. 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.

16. OUT OF COUNTY TRAVEL
Employees who are out on approved FMLA may not take trips outside of the county unless the travel is related to the employee's own serious health condition, the serious health condition of the child, spouse, or parent of the employee, or to attend qualifying military events. Employees may ask for permission from their immediate supervisor to take other trips outside the county and supervisors may grant employee requests at their discretion.

17. DISCLOSURE/FORMS
A general disclosure regarding FMLA is found in the forms section hereof. Forms regarding FMLA are also found in the forms section hereof.²⁰

²⁰ The FMLA Forms is attached on pages 125 of this manual.
P. OTHER LEAVE OF ABSENCE

1. REASON
Employees may request a personal leave of absence to a maximum of ninety (90) days. Personal leaves of absence may include reasons such as extended vacations, continuing education, extended bereavement, or other personal matters.

2. AUTHORIZATION
Personal leaves of absence are granted solely at the discretion of the election official, appointed official, or department head.

3. BENEFITS/INSURANCE
Employees on personal leaves of absence are converted to an inactive status and do not accrue any benefits. Employees may continue the county health insurance but they are responsible for the entire premium, which includes both their portion and the County portion. The employee must pay for the premium on the first of each month, lack of payment will result in insurance termination, and the employee may become eligible for COBRA.

4. REINSTATEMENT
Return to work on a personal leave of absence is not guaranteed and is subject to current business conditions and an appropriate job opening.
Q. POLICY ON TRAVEL

1. PURPOSE
The policy as adopted by Commissioners Court is meant to provide guidance as to appropriate travel methods and reimbursable expenses while traveling on County business. This policy does not apply to travel to and from an employee's home to and from the employee's regular place of employment regardless of whether the employee is required to report to different locations within the County as part of his/her employment. Employees required to use personal vehicles for travel within the County other than travel to and from the employee's home and to and from the employee's regular place of employment, may be eligible for mileage, parking, and tolls but only upon approval by the employee's department head or supervisor. Whenever unusual circumstances are involved or this published policy does not provide clear guidance, please secure a written opinion from the County Auditor concerning the items prior to the trip.

2. OVERVIEW
County employees will utilize the most economical and effective means of transportation, housing, and meals that are available. When evaluating travel costs, it is important to include employee costs. That is, savings from inexpensive travel agendas can more than be offset by excessive travel time that keeps the employee away from his/her normal County duties. Saving a few dollars on airline tickets is not warranted if the employee must leave a day early and the cost of the employee's salary for that day exceeds the airline ticket savings. Nevertheless, whenever justifiable, employees are encouraged to utilize transportation that is the most economical in total trip cost. Hotel shuttles are preferred over taxis, and taxis are preferred over rental cars, etc.

3. BUDGETED FUNDS
All travel must include a properly-approved travel request. Travel requests will include a brief justification for the trip and will identify the estimated cost for the trip. It will include estimates for:
   a. Registration fee;
   b. Lodging;
   c. Air fare;
   d. Personal auto storage;
   e. Parking;
   f. Shuttle;
   g. Meals; and
   h. Incidental.

All travel requests must be approved in advance by the department head and must include an assertion that adequate travel funds are available. Upon completion of the travel, a Travel Voucher should be completed and submitted with proper approval to the Treasurer's Office. Once approved by the Treasurer and the Auditor, reimbursements will be made through your payroll check.

4. ALLOWABLE TRAVEL EXPENSES
Reimbursable expenses must be reasonable and normal for the area. County policy is to consider any trip which is in-county or out-of-county but less than 30 miles from the employee's regular place of employment or the employee's home, whichever is closer to the travel destination, to be local travel and reimbursable only for mileage, parking and tolls. Mileage will be determined using Mapquest (www.mapquest.com). Questions about qualifying for this limit should be directed in writing in advance of the trip to the County Auditor whenever there is any doubt about travel meeting the 30-mile requirement. Travel which is out-of-county and more than 30 miles from the employee's regular place of employment or

19 The Travel Voucher for In-County and Out-of-County travel are attached on pages 133 and 134 of this manual.
the employee’s home, whatever is closer to the travel destination, and for at least one day is eligible for per diem, hotel and other travel reimbursement identified in this policy. Travel that meets this definition that does not require an overnight stay will be reimbursed at the per diem rate for the meals taken while out-of-the-county.

The following examples are representative of allowable expenses:

a. Hotel rooms including the night before where morning travel is not reasonable.
b. Out-of-town travel utilizing public airport hotel shuttle buses. Where airport shuttle buses are not available, a taxi or rental vehicle may be utilized when justified;
c. Baggage storage fees;
d. Long-term airport parking;
e. Mileage from employee’s home to airport and return;
f. Tolls;
g. Regular hotel guest parking; and
h. Mileage to and from a restaurant which will be limited to a ten (10) mile radius from the hotel or conference center.

5. HOTELS
The County encourages the use of clean, comfortable and safe hotels but expects that the employee will be frugal in selecting a hotel. Government rates should be utilized whenever available. The use of room service is not allowed. Liquor, movies, and spa charges will not be reimbursed. Valet Parking should not be used unless it is the only parking available.

6. AIR FARE
Travel by air is acceptable whenever travel by car is longer than three hours or air travel is cheaper than travel by car when considering all relevant costs.

7. RENTAL CARS
Hotel shuttle buses and taxis, in that order, are the preferable means of transportation when out of town. Where use of these modes is impractical and not economical, use of a rental car may be justified.

*The Auditor’s office will provide all necessary insurance coverage information for employees and officials using rental vehicles for County purposes. All use of a rental vehicle for personal reasons is at the risk of the employee or official. The cost of a “damage waiver” will be reimbursed by the County if the use of the rental vehicle is for county purposes. The definition for a “damage waiver” also known as “Loss Damage Waiver” or “Rental Equipment Protection "is a waiver of its claims against the customer for damage done to the equipment rented to/by the employee or Official. If an employee or official wishes to upgrade the vehicle size, they must pay for the rate difference plus fees and taxes. A statement from the rental agency should itemize the additional cost of the upgrade. If the rental agency provides an upgrade at no cost to the County, the employee or official may accept the upgrade. A receipt is required for rental vehicles and any associated fuel purchases before reimbursement will be made.

8. MEALS
The County has determined that out-of-town meals and associated gratuities should be paid on a per diem basic at a rate established by the Commissioners Court during the annual budget approval process. The per diem allowance will be based on rates given by the US General Services Administration. The employee is not required to keep receipts to document the cost of these meals. The allowance will be prorated for partial days. Meals tips are included in the per diem rate and should not be reported separately.

*Approved in Commissioners’ Court 11/14/2018
11. EXPENSES NOT REIMBURSED
   a. Movie charges;
   b. Room service;
   c. Spas;
   d. Health club;
   e. Room bars;
   f. Limousines;
   g. Luxury rental cars;
   h. Refueling charges by rental car
   i. Optional insurance;
   j. Entertainment expenses;
   k. Personal items; or
   l. Medication or doctor's visits.

12. OUT-OF-STATE TRAVEL
Commissioners Court is responsible for authorizing all out-of-state travel for any County
employees. The only exceptions are for Sheriff Deputies & Investigators to transport prisoners and
perform investigations. Out-of-state travel costs are based upon the most economic mode of travel
that is reasonably available. When personal vehicles are used, reimbursement is allowed on the
basis of actual mileage traveled or by the current rate agreed upon by the Commissioners Court.

13. COMMISSIONERS AND COUNTY JUDGE STIPEND
The Commissioners and the County Judge shall use their allotted travel stipend travel within
Grimes County and for all County business conducted within a 40-mile radius of their regular place
of employment or their home, whichever is closer to the travel destination. When travel is outside of
a 40-mile radius, the Commissioner or Judge shall submit the Out-of-County Travel Voucher to the
Treasurer's Office.²⁰

²⁰ The Travel Voucher for Out-of-County travel is attached on page 134 of this manual
R. POLICY ON PAID BREAKS

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk during the first year following the birth of a child.

Grimes County will provide two paid 15-30 minute breaks daily for nursing mothers. The nursing mother will be allowed whatever time is needed to express breast milk, however, if the break is longer than the 15-30 minutes in duration, the break time will be unpaid time off.

The mother will be given a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case by case basis.

Grimes County does not allow any retaliation against nursing mothers for asking for this break. Nursing mothers are entitled to this break for one (1) year following the birth of their child.

All other employee 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, however if paid breaks are provided for employees, nursing mothers must be given the same amount of paid break time.
The following elected officials, appointed officials and department heads agree to abide by and fully implement the policy contained herein:

James A. Grant  
County Treasurer

County Attorney

Mary L. Nichols  
County Auditor

Andres Bender  
District Attorney

Sheriff

Mary Ann Waters  
County Tax Collector

Vanessa Buergi  
County Clerk

Diana Scotti  
District Clerk

Emily

EMC/Development Coordinator

Dace Schenberger  
Constable Pct. 1

Wes Wray  
Constable Pct. 2

Constable Pct. 3

Justice of the Peace Pct. 1

Justice of the Peace Pct. 2

Justice of the Peace Pct. 3&4

Road & Bridge Dept.  
K. Moore

Environmental Dept./911

IT Department

Danne Diwan  
Juvenile Probation Dept.

Jim Z. Lackey  
Veterans Service Officer

Leroy Pena  
Human Resource Dept.

William Smilie  
Voters

Adult Probation Dept.

Ag Extension

Al Puckett  
Building Maintenance Dept.

County Court of Law

Rev. 9/11/19 Approved in Commissioners 'Court 9/11/2019
Grimes County, Texas

Fraud Policy

OVERVIEW

The County of Grimes is committed to the safeguarding of public assets and preventing fraud, waste and abuse. All County employees, as public stewards must share in that commitment. County employees, especially supervisors and department heads/elected officials, must be aware of the circumstances, or "red flags", which may potentially lead to fraud. For the purpose of this administrative procedure, fraud, waste and abuse are referred to as "fraud".

PURPOSE

The purpose of this document is to establish and facilitate the development of controls, which will aid in the detection and deterrence of fraud against the county, by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

SCOPE

This policy applies to any fraud, or suspected fraud, involving employees, department heads, elected/appointed officials, consultants, vendors, contractors, subcontractors and any other parties with a business relationship with Grimes County.

GOAL

It is the intent of this policy to establish and maintain a fair, ethical, and honest business environment for all County employees, customers, suppliers and anyone else with whom the County has a relationship. Fraud not only involves loss of revenue, but decreased morale and productivity.

DEFINITIONS

Fraud – Fraud encompasses an array of irregularities and illegal acts characterized by internal or external deception. It can be perpetrated for the benefit of, or to the detriment of, the County, and by persons outside as well as inside the County. Examples of fraud include, but are not limited to the following:

- Theft, misappropriation of funds, supplies, etc.
- Forgery or unauthorized alteration of any document

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- Intentional misrepresentation by County personnel regarding payroll records or the payroll records of others
- Knowingly making a false entry in, or false alteration of a government record
- Making, presenting, or using any record, document, or thing with the knowledge that it is false
- Intentional destruction, concealment, removal or other impairment to the verity, legibility, or availability of a government record
- Processing, selling, or offering to sell a governmental record or a blank governmental record form with the intent that it be used unlawfully, or with the knowledge that it was obtained unlawfully
- Using or claiming to hold an educational degree that is fraudulent, fictitious, or has been revoked, with the intent to obtain employment, promotion, or other benefit
- Credit card abuse or falsification of transaction
- Making a false statement to obtain property, credit, or services
- Fraudulent transfer of a motor vehicle
- Securing execution of a document by deception
- Fraudulent destruction, removal, or concealment of a writing
- Simulating legal process
- Fraudulent use or possession of identifying information without that person’s consent
- Theft of an unsigned check or receiving an unsigned check with the intent to use it or sell it.

**Waste** – Waste is defined as harmful or destructive use of property under one’s control. Waste may also be referred as the unnecessary incurring of costs as a result of inefficient practices, systems or controls. Examples of waste include, but are not limited to the following:

- Damaging, destroying, or ruining materials or equipment
- Improper maintenance or intentional mistreatment of equipment
- Purchase of unneeded supplies or equipment
- Purchase of goods at inflated prices
- Failure to reuse or recycle major resources or reduce waste generation.

**Abuse** – Abuse refers to violations and circumventions of departmental or county regulation which impair the effective and efficient execution of operations. Some examples of abuse are as follows:

- Using County equipment or supplies to conduct non-County business
- An employee using non-confidential taxpayer information to get new customers for his/her outside business
- Improper handling or reporting of money or financial transaction
- Profiting by self or others as a result of inside knowledge
- Destruction or intentional disappearance of records, furniture, fixtures or equipment
- Accepting or seeking anything of material value from vendors or persons providing services or material to the County or for personal benefit
- Unauthorized use of County resources (computers, software, databases, other information) for non-County purposes
- Abuse of purchase order authority, such as false travel or expense reports.

**DETERRENCE**

Deterrence consists of those actions taken to discourage the perpetration of fraud and limit the exposure if fraud does occur. Elected Officials/Department Heads are responsible for the
implementation and maintenance of effective internal controls. The Auditor's Office is responsible for assisting in the deterrence of fraud by examining and evaluating the adequacy and effectiveness of internal controls.

Fraud occurs for the following reasons:

1. Poor internal controls, especially disregard for set policies and procedures
2. Management override of internal controls
3. Collusion between employees and/or third parties
4. Poor or non-existing ethical standards
5. Lack of control over staff by their supervisors.

"RED FLAGS"

The most frequently cited “red flags” of fraud are:

1. Changes in an employee’s lifestyle, spending habits or behavior
2. Poorly written or poorly enforced internal controls, procedures, policies or security
3. Irregular/unexplained variances in financial information
4. Inventory shortages
5. Failure to take action on results of internal/external audits or reviews
6. Unusually high expenses or purchases
7. Frequent complaints from customers
8. Missing files
9. Ignored employee comments concerning possible fraud
10. Refusal to leave custody of records during the day by the employee
11. Working excessive overtime and refusing to take vacation time off.

FRAUD PREVENTION

The following internal controls should minimize the risks and help prevent fraud:

1. Detailed written policies and procedures and adherence to all policies and procedures, especially those concerning documentation and authorization of transactions
2. Physical security and controlled access over assets such as locking doors and restriction access to certain areas
3. Proper training of employees
4. Independent review and monitoring of tasks by the department supervisor, such as approval processing of select items
5. Separation of duties so that no one employee is responsible for a transaction from its start to finish
6. Clear lines of authority
7. Conflict of Interest Disclosures
8. Rotation of duties in positions more susceptible to fraud
9. Ensuring that employees take regular vacations
10. Regular independent audits of areas susceptible to fraud.

REPORTING FRAUD

If an employee or members of the public suspect that fraud is being committed within the County, then they should report it to the following individuals in the order listed unless the suspected fraud is being committed by one of the individuals listed in which case that individual should be omitted from the list of those to be notified.

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• The immediate supervisor
• Department Head/Elected Official
• Human Resources Department by phone at 936-873-4401; via e-mail at lucy.pope@grimescountytexas.gov; or by mail to Human Resources Director, PO Box 230, Anderson, TX 77830.
• County Auditor by phone at 936-873-4415 or 936-873-4414; via e-mail at mary.nichols@grimescountytexas.gov; or by mail to County Auditor, PO Box 510, Anderson, TX 77830.

The supervisor, department head/elected official, human resource personnel should immediately report it to the County Auditor’s Office.

At any time, an employee may communicate directly with the County Auditor’s Office to report fraud. Every attempt will be made to protect the identity of the reporting individual. The County Auditor’s Office is committed to protecting the employee’s identity and confidentiality.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

The County Auditor will have:
• Free and unrestricted access to all County financial records as provided by Law.
• The authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on the premises as provided by Law.

RETRIALATION

An employee who believes that he or she has experienced retaliation for making a report or assisting in an investigation shall report this as soon as possible to the County’s Human Resources Director at 936-873-4401 as per the personnel policy.

REPORTING UNETHICAL BEHAVIOR

Employees are encouraged to seek advice from the County’s Human Resources Department (HR) when faced with uncertain ethical decisions. HR is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as necessary. An Annual fraud report will be provided to Commissioners’ Court.

DUTY TO REPORT

Local public officials, County officials, County employees, and all others who are subject to this policy have a duty to report violations of this policy and to cooperate in investigations, inquiries, and hearings conducted by the County. However, a person making false reports shall be subject to disciplinary action if he or she reports information which he or she knows to be false or which he or she discloses with reckless disregard for its truth or falseness.

NO COERCION

No County official or employee shall directly or indirectly use or threaten to use any official authority or any influence in any manner whatsoever, which tends to discourage, restrain, deter, prevent, interfere with, coerce, or discriminate against any person who in good faith reports, discloses, divulges, or provides any facts or information relative to an actual or suspected violation of this policy or other state, federal, or local laws.

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CONSEQUENCES

County Department Heads/Supervisors found to have violated this policy will be subject to discipline, including a written warning or reprimand, suspension, or termination in accordance with the procedures under which a department head/ supervisor may otherwise be disciplined.

County employees found to have violated this policy will be subject to discipline by their department head or elected official regarding violations of this policy, including a written warning or reprimand, suspension, or termination in accordance with the procedures under which the employee may otherwise be disciplined.

Parties doing business with the County, including vendors, consultants, contractors or their principals and employees, found to have violated this policy will be subject to termination of any business relationship with the County and exclusion from further business opportunities with the County.

As to any person subject to this policy or otherwise, the County may make referral of its findings to the appropriate law enforcement authority.

APPROVAL

[Signatures]
Commissioner Precinct 1
Commissioner Precinct 2
Commissioner Precinct 3
Commissioner Precinct 4
County Judge
Attested by County Clerk
EMPLOYEE FORMS
GRIMES COUNTY
EMPLOYEE COMPLAINT FORM

Complainant name __________________________ Phone ____________
Department ________________________________ Job Title ____________
Supervisor name ___________________________ Phone ____________

COMPLAINT: Describe your complaint in detail, including the following five points. Attach additional sheets if needed.

1. Act to be reviewed.
2. Date or dates of each act.
3. Policy or procedure violated (if any).
4. How did the act violate policy or procedure?
5. How were you adversely affected?

RESOLUTION REQUESTED:

Complainant Signature ______________________ Date ________________
NOTICE OF EMPLOYEE REPRIMAND

1. Employee Information
   Employee Name: ________________________ Date: ________________
   Job Title: ____________________________ Department: ____________

2. Type of Warning
   ☐ Documentation of Verbal Warning
   ☐ Written Warning
   ☐ Final Warning

3. Type of Offense
   ☐ Tardiness/Leaving Early
   ☐ Absenteeism
   ☐ Violation of County Policies
   ☐ Substandard Work
   ☐ Violation of Safety Rules
   ☐ Rudeness to Customers/Coworkers
   ☐ Other: ________________________________

4. Details
   Explanation of current problem, including dates and examples (attach any additional documentation):

   This infraction violates the following Grimes County Policy and Procedure section:

   Specific changes in performance or behavior which must occur (include dates for compliance):

5. Action to be Taken (If Applicable)
   ☐ Suspension Without Pay Effective ____________ to ________________
   ☐ Demotion to Job Title ________________________
   ☐ Termination Effective ________________________

6. Acknowledgement of Receipt of Warning
   By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning. Failure to correct problem may result in disciplinary action up to and including termination.

   ________________________________ Date
   Employee Signature

   ________________________________ Date
   Supervisor/Elected/Appointed Official Signature

   ________________________________ Date
   Witness Signature (If employee understands but refuses to sign)
CITIBANK
PURCHASE TRANSACTION LOG
(Attach all receipts, invoice copies, etc.)

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GRAND TOTAL

I certify that the above listed items have been purchased by me for the sole and exclusive use of Grimes County. I understand that personal purchases or other misuses of my credit card are violations which can result in removal of my County Credit card. (Violations can also result in disciplinary action, termination and/or criminal prosecution.)

Cardholder Signature Date
| Month       | Days Available | Days Used | Days Overtime | Days Partial Overtime | Total Days | Total 4th Qtr | Days Overtime | Days Partial Overtime | Total Days | Total 3rd Qtr | Days Overtime | Days Partial Overtime | Total Days | Total 2nd Qtr | Days Overtime | Days Partial Overtime | Total Days | Total 1st Qtr | Days Overtime | Days Partial Overtime | Total Days | Days 3rd Qtr | Days Overtime | Days Partial Overtime | Total Days |
|-------------|----------------|-----------|---------------|----------------------|------------|---------------|---------------|----------------------|------------|---------------|---------------|----------------------|------------|---------------|---------------|----------------------|------------|---------------|---------------|----------------------|------------|---------------|---------------|----------------------|------------|---------------|---------------|----------------------|------------|
| January     | 12             | 12        | 0             | 0                    | 21         | 21            | 0             | 0                    | 21         | 18            | 0             | 0                    | 18         | 18            | 0             | 0                    | 18         | 15            | 0             | 0                    | 15         |
| February    | 16             | 15        | 0             | 0                    | 30         | 30            | 0             | 0                    | 30         | 27            | 0             | 0                    | 27         | 27            | 0             | 0                    | 27         | 22            | 0             | 0                    | 22         |
| March       | 18             | 17        | 0             | 0                    | 35         | 35            | 0             | 0                    | 35         | 31            | 0             | 0                    | 31         | 31            | 0             | 0                    | 31         | 26            | 0             | 0                    | 26         |
| April       | 20             | 19        | 0             | 0                    | 39         | 39            | 0             | 0                    | 39         | 35            | 0             | 0                    | 35         | 35            | 0             | 0                    | 35         | 30            | 0             | 0                    | 30         |
| May         | 21             | 20        | 0             | 0                    | 41         | 41            | 0             | 0                    | 41         | 36            | 0             | 0                    | 36         | 36            | 0             | 0                    | 36         | 31            | 0             | 0                    | 31         |
| June        | 21             | 20        | 0             | 0                    | 41         | 41            | 0             | 0                    | 41         | 36            | 0             | 0                    | 36         | 36            | 0             | 0                    | 36         | 31            | 0             | 0                    | 31         |
| July        | 18             | 17        | 0             | 0                    | 35         | 35            | 0             | 0                    | 35         | 31            | 0             | 0                    | 31         | 31            | 0             | 0                    | 31         | 26            | 0             | 0                    | 26         |
| August      | 16             | 15        | 0             | 0                    | 30         | 30            | 0             | 0                    | 30         | 27            | 0             | 0                    | 27         | 27            | 0             | 0                    | 27         | 22            | 0             | 0                    | 22         |
| September   | 18             | 17        | 0             | 0                    | 35         | 35            | 0             | 0                    | 35         | 31            | 0             | 0                    | 31         | 31            | 0             | 0                    | 31         | 26            | 0             | 0                    | 26         |
| October     | 20             | 19        | 0             | 0                    | 39         | 39            | 0             | 0                    | 39         | 35            | 0             | 0                    | 35         | 35            | 0             | 0                    | 35         | 30            | 0             | 0                    | 30         |
| November    | 21             | 20        | 0             | 0                    | 41         | 41            | 0             | 0                    | 41         | 36            | 0             | 0                    | 36         | 36            | 0             | 0                    | 36         | 31            | 0             | 0                    | 31         |
| December    | 18             | 17        | 0             | 0                    | 35         | 35            | 0             | 0                    | 35         | 31            | 0             | 0                    | 31         | 31            | 0             | 0                    | 31         | 26            | 0             | 0                    | 26         |

**Signature:**

**Print Name:**

**Grimes County Personal Use of County Vehicle Log**
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**WEEK 1 TOTAL HOURS**

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**TWO WEEK TOTAL HOURS**

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FALSIFYING OR KNOWINGLY SUBMITTING AN INCORRECT TIME RECORD COULD BE A VIOLATION OF THE TEXAS PENAL CODE, SECTION 37.10 (TAMPERING WITH GOVERNMENTAL RECORDS) STATE JAIL FELONY PUNISHABLE BY UP TO TWO YEARS IN A STATE JAIL FACILITY AND A FINE UP TO $10,000.00 OR BOTH. FALSIFYING OR KNOWINGLY SUBMITTING AN INCORRECT TIME RECORD COULD ALSO RESULT IN TERMINATION.

I AFFIRM OR DECLARE THE FOREGOING TO BE TRUE AND CORRECT.

EMPLOYEE SIGNATURE
DATE _______________

SUPERVISOR DATE _______________

WORKED HRS
OVERTIME HRS
VACATION HRS
SICK HRS
HOLIDAY HRS
ADMIN LEAVE
FUNERAL LEAVE
TOTAL HOURS
# GRIMES COUNTY SHERIFF'S DEPARTMENT

## 1st 2 Weeks

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**Total Paid Hours 1st 2 weeks** [ ]

**Total Hrs** [ ]

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## 2nd 2 Weeks

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**Total Hrs** [ ]

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**LEAVE REDUCED:**
- Vacation Hrs [ ]
- Sick Hrs [ ]
- Holiday [ ]

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**HRS PAID:**
- 1st 2 weeks [ ]
- 2nd 2 weeks [ ]
- Total 28 day [ ]
# GRIMES COUNTY ROAD BRIDGE TIME SHEET

| EMPLOYEE NAME | DEPARTMENT | DATE | DAY  | DATE | IN  | OUT | IN  | OUT | VAC | SICK | HOL | ADMIN LEAVE | FUNERAL LEAVE | ACTUAL HRS WORKED |
|---------------|------------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|------------|---------------|------------------|
|               |            |      | SATURDAY |      |     |     |     |     |     |     |     |     |            |               |                  |
|               |            |      | SUNDAY   |      |     |     |     |     |     |     |     |     |            |               |                  |
|               |            |      | MONDAY   |      |     |     |     |     |     |     |     |     |            |               |                  |
|               |            |      | TUESDAY  |      |     |     |     |     |     |     |     |     |            |               |                  |
|               |            |      | WEDNESDAY|      |     |     |     |     |     |     |     |     |            |               |                  |
|               |            |      | THURSDAY |      |     |     |     |     |     |     |     |     |            |               |                  |
|               |            |      | FRIDAY   |      |     |     |     |     |     |     |     |     |            |               |                  |

## WEEK 1 TOTAL HOURS

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## TWO WEEK TOTAL HOURS

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FALSIFYING OR KNOWINGLY SUBMITTING AN INCORRECT TIME RECORD COULD BE A VIOLATION OF THE TEXAS PENAL CODE, SECTION 37.10 (TAMPERING WITH GOVERNMENTAL RECORDS) STATE JAIL FELONY PUNISHABLE BY UP TO TWO YEARS IN A STATE JAIL FACILITY AND A FINE UP TO $10,000.00 OR BOTH. FALSIFYING OR KNOWINGLY SUBMITTING AN INCORRECT TIME RECORD COULD ALSO RESULT IN TERMINATION.

I AFFIRM OR DECLARE THE FOREGOING TO BE TRUE AND CORRECT.

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<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>SUPERVISOR SIGNATURE</th>
<th>FORMAN APPROVAL</th>
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119
# GRIMES COUNTY
## LEAVE USE RECORD
(Exempt Employees Only)

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<th>EMPLOYEE NAME</th>
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| TOTAL WEEK 1 |
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| TOTAL WEEK 2 |
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<tr>
<th>TWO WEEK TOTAL HOURS</th>
<th>TOTAL LEAVE USED</th>
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I affirm and declare the foregoing to be true statements.

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EMPLOYEE SEPARATION FORM

Employee name ________________________________  Department ______________
Position ______________________________________  Rate of pay $____ per ____
Employment date ________________________________  Terminate date ____________
Should be paid through ____________________________
Earned vacation pay due ____________________________

REASON FOR TERMINATION
(Check one)

Resignation ____________
Discharge ____________
Retirement ____________
IN VOLUNTARY SEPARATION
Lay-off ____________
Death ____________
Disability ____________
Inability to perform duties of the position ____________

Was continued employment available to employee? ____________

Would you rehire for similar type of work? ____________ Other work? ____________

Remarks: ____________________________________________________________

____________________________________________________________________

____________________________________________________________________

Approved: ____________________________  Date: ____________________________

Department head
GRIMES COUNTY SICK LEAVE POOL
MEMBERSHIP APPLICATION

Membership in the Grimes County Sick Leave Pool is available to all full-time employees who accrue sick leave benefits and have been employed for at least 12 months.

I have read the rules and guidelines in the Grimes County Sick Leave Pool Policy concerning the Pool and desire to become a member by donating one (1) to five (5) sick leave days to the Pool.

I understand that these days, once donated to the Pool for membership, will be subtracted from my available sick leave days. All donations to the Pool become the property of the Pool and cannot be returned even upon cancellation of membership.

My authorization to deduct days from my accumulated sick leave is verified by my signature below.

******************************************************************************

Employee_________________ Department ___________________

(Print Full Name)

Social Security Number _______________ Number of days to be donated ____________

Signature ___________________________ Date _________________________

******************************************************************************

DO NOT CUT THIS FORM IN HALF******************************************************************************

I have read the above information concerning the County’s Sick Leave Pool and I do not wish to become a member.

Signature ___________________________ Date _________________________

Social Security Number _______________ Department ___________________

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES DEPARTMENT.

NOTE: DONATIONS WILL ONLY BE ACCEPTED FROM FEBRUARY 1ST THRU FEBRUARY 28TH. IF YOU DO NOT DONATE DURING THIS PERIOD, YOU WILL HAVE TO WAIT UNTIL NEXT FISCAL YEAR. THE ONLY EXCEPTION WILL BE FOR INDIVIDUALS WHO HAVE JUST COMPLETED 12 MONTHS OF CONTINUOUS EMPLOYMENT AND HAVE NOT YET DONATED SICK LEAVE TO THE POOL. YOU MUST DONATE EACH YEAR TO REMAIN ELIGIBLE TO USE TIME FROM THE POOL.
GRIMES COUNTY
APPLICATION FOR SICK POOL DAYS

NAME ___________________________ SS# ___________________________

DEPARTMENT ______________________ POSITION ______________________

First date absent for this illness ________________________________

Date returned to work or expected to return _______________________

Number of days absent for this illness ______________________________

The above days requested are needed due to illness/injury described below:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Signature of Employee or Family Member ___________________________

Date ______________________________

PLEASE RETURN THIS FORM TO THE POOL ADMINISTRATOR/HUMAN RESOURCES DIRECTOR
MES COUNTY SICK LEAVE POOL
APPLICATION FOR SICK DAYS
COMMITTEE DECISION FORM

Name of Applicant ____________________________________________

Position ____________________________ Department _______________________

Social Security Number ____________________________

Date Lost Time Began ____________________________ Date of Request _______________________

Number of Days Requested from Pool ____________________________________________

Request Approved by Committee: _____ Yes _____ No

Reason request denied:

__________________________________________

__________________________________________

__________________________________________

Signature of Committee Member / Date  Signature of Committee Member / Date

__________________________________________

Signature of Committee Member / Date  Signature of Committee Member / Date

__________________________________________

Signature of Committee Member / Date

******************************************************************************

Received by Pool Administrator / HR Director on ____________________________

Signature of Pool Administrator / Human Resources Director

Processed in Payroll on ____________________________

Signature of Payroll Manager
FMLA STEPS AND PROCEDURES

- Employee discusses taking Leave with their elected/appointed official or department head.

- Employee comes to Human Resources (HR) and is given a “FMLA Leave Request Form” and instructs the employee to complete and submit to the Human Resources/Payroll Department.

- Once HR receives the form, HR will contact the employee to explain the FMLA process and answer questions.

- If it is decided to continue with the FMLA request process, the employee can then come by the HR office for the necessary forms and documents.

- When the employee arrives at the HR office, HR will complete a Leave Summary Form.

- HR will give the employee a blank Medical Certification Form to be completed by a medical provider and returned to the HR office within 15 days.

- HR will also give the employee a FMLA Information You Need to Know page.

- Once the Medical Certification paperwork is received, HR will review and either approve or deny the request for FMLA.

- A letter will then be sent to the employee informing him/her if their leave was approved or denied.

- When an employee is out on FMLA, HR will track benefit time as it is paid out and the number of FMLA hours used.

- During this whole process HR will keep the elected/appointed official or department head informed of the situation with the employee.
GRIMES COUNTY
FMLA LEAVE REQUEST FORM

Employee Information

Employee’s Name: ___________________________ Phone #: __________________

Department: ___________________________ Date of Hire: ______________

Leave Information

What is the reason for this request?

Family Leave (birth, adoption or foster placement of a child with you)

1. Does your spouse work for the County? Yes No
   2. If yes, will your spouse be taking family leave too? Yes No

Medical Leave (illness or injury)

1. Who is the ill or injured person? Me Family Member
   2. If you are the ill or injured person, did your injury occur at work? Yes No
   3. If your family member is ill, which person is it? Parent Spouse Child (under 18) Child (age 18 or older with disability)

Military Leave (voluntary or involuntary military service, including Reserves and National Guard duty)

Elected/Appointed Official or Department Head Signature _____________________________

Date: ___________________________

What is the anticipated length of leave?

Date Leave will Begin: _____________________________

Date of Return to Work: _____________________________

_________________________________________ Date

Employee’s Signature

Please send this completed form to the Grimes County Human Resources Department as soon as you are aware of the need for leave. You may send the form by fax to (936) 873-2499, by mail (P.O. Box 230, Anderson, Texas 77830) or through interoffice mail. Upon receipt of your FMLA Leave Request Form, the HR Department will contact you to discuss your leave and the FMLA leave process.
Leave Summary

Employee ____________________________ Phone __________________

Dept________________________ Location________________________ # of hours worked__________

Mailing Address____________________

Requested/Estimated Dates Off ____________ thru ____________

Reason for leave____________________

Patient’s Name (if leave is to care for a family member)____________________

Date of Request____________________

To be completed by Human Resources:

Approved Dates__________ thru__________ Leave Type ______FMLA ________Intermittent
FMLA Exhaust Date: __________________________ Extended thru __________________________

Med Cert Rec’d ______ Y ______ N ______ N/A Re-Certification ______ Y ______ N ______ N/A RTW Cert ______ Y ______ N

Roll Date__________ Available Hours__________ RTW Date__________

Pay Deductions ______ Y ______ N

<table>
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<th>Pay Period End Date</th>
<th>Eligible Sick</th>
<th>Eligible Vacation</th>
<th>Worked Hours</th>
<th>No Pay</th>
<th>Holiday Pay</th>
<th>FMLA Hours</th>
<th>Total Accum. Hours</th>
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</table>

Date Closed__________ Total FMLA used__________ Available Balance until roll date__________

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Designation Notice
(Family and Medical Leave Act)

Leaves covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee’s FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employers with the written information required by 29 C.F.R. §§ 2505.50(c), 2505.501, and 2505.505(c).

To: ____________________________

Date: ____________________________

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on _______ and decided:

______ Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or are initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

______ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement:

______ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

______ You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

______ We are requiring you to substitute or use paid leave during your FMLA leave.

______ You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position ______ is ______ is not attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

______ Additional information is needed to determine if your FMLA leave request can be approved:

______ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than ______ (Provide at least seven calendar days), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

(Specify information needed to make the certification complete and sufficient)

______ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

______ Your FMLA Leave request is Not Approved.

______ The FMLA does not apply to your leave request.

______ You have exhausted your FMLA leave entitlement in the applicable 12-month period.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 2505.50(c), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2614; 29 C.F.R. § 2505.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-1502, 200 Constitution Ave. NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.

Form WH-382 January 2009

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SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee’s health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact:

Employee’s job title: __________________________ Regular work schedule: __________________________

Employee’s essential job functions:

Check if job description is attached:

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: __________________________ First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee’s family members. 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider’s name and business address: __________________________

Type of practice / Medical specialty: __________________________

Telephone: (__________) Fax: (__________)
PART A: MEDICAL FACTS

1. Approximate date condition commenced: ________________________________

Probable duration of condition: ________________________________

Mark below as applicable:
Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
___No ___Yes. If so, dates of admission:

______________________________

Date(s) you treated the patient for condition:

______________________________

Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___Yes.

Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
___No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

______________________________

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: ________________________________

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to
provide a list of the employee’s essential functions or a job description, answer these questions based upon
the employee’s own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: ___No ___Yes.

If so, identify the job functions the employee is unable to perform:

______________________________

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave
(such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use
of specialized equipment):

______________________________

______________________________

______________________________

______________________________

______________________________
PART B: AMOUNT OF LEAVE NEEDED
5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

If so, estimate the beginning and ending dates for the period of incapacity: ______________________

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___No ___Yes.

If so, are the treatments or the reduced number of hours of work medically necessary? ___No ___Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

__________________________________________________________________________

Estimate the part-time or reduced work schedule the employee needs, if any:

____________ hour(s) per day: __________ days per week from __________ through __________

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ___No ___Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups? ___No ___Yes. If so, explain:

__________________________________________________________________________

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: ______ times per ______ week(s) ______ month(s)

Duration: ______ hours or ______ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Page 3 CONTINUED ON NEXT PAGE Form WH-300-E Revised May 2015 131
Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.
GRIMES COUNTY
TRAVEL VOUCHER
IN-COUNTY

NAME: __________________________
DEPT: __________________________

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<tr>
<th>DATE</th>
<th>FROM-LOCATION</th>
<th>TO-LOCATION</th>
<th>PURPOSE OF TRAVEL</th>
<th>TOTAL MILES</th>
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REQUESTED BY: __________________________
TITLE: __________________________

TOTAL MILES _______ x ALLOWANCE $______ $ _______

APPROVED BY: __________________________
TITLE: __________________________
GRIMES COUNTY
OUT OF COUNTY TRAVEL VOUCHER

NAME: ___________________________ DATE: ___________________________

PURPOSE OF TRAVEL: ___________________________________________

DESTINATION: ________________________________________________

DEPARTURE DATE: __________ DEPARTURE TIME: __________

RETURN DATE: __________ RETURN TIME: __________

PER DIEM: PLEASE ENTER THE MEALS DUE TO YOU

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TRAVEL: PLEASE ATTACH MAPQUEST (or equivalent website) FOR MILEAGE BACKUP

☐ PRIVATE VEHICLE ☐ COUNTY VEHICLE ☐ RENTAL CAR

TOTAL MILES TRAVELED BY PRIVATE CAR: __________ MILES X __________ ALLOWANCE

COST OF RENTAL CAR: ___________________________

HOTEL: PLEASE ATTACH HOTEL RECEIPTS

TOTAL COST OF HOTEL: ___________________________

OTHER EXPENSES: PLEASE ATTACH ALL RECEIPTS

REGISTRATION FEES: ___________________________

PARKING/PUBLIC TRANSPORTATION: ___________________________

OTHER: ___________________________

☐ REQUESTED BY: ___________________________ TITLE: ___________________________

IF TRAVEL IS BY AN EMPLOYEE, VOUCHER SHALL BE APPROVED BY THE APPROPRIATE ELECTED OR APPOINTED OFFICIAL

☐ APPROVED BY: ___________________________ TITLE: ___________________________

AUDITOR & TREASURER OFFICE ONLY

DATE: Received ___________________________

G/L ACCOUNT ___________________________

PER DIEM: ___________________________

TRAVEL: ___________________________

HOTEL: ___________________________

OTHER EXPENSES: ___________________________

TOTAL PAYMENT ___________________________

APPROVED BY: ___________________________ COUNTY AUDITOR
# Grimes County Salary Structure
## Grade Definitions

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<th>GRADE LEVEL</th>
<th>SALARY RANGE/WITH TENURE</th>
<th>DESCRIPTION**</th>
<th>POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$8.00 - $21.00</td>
<td>This grade is reserved for part-time employees. Part-time employees are not entitled to tenure and work less than 30 hours per week.</td>
<td>Temporary Positions Veterans’ Service Officer Building Maintenance/Custodian Part-time Clerk GHRC Driver</td>
</tr>
<tr>
<td>2</td>
<td>$12.00 - $15.75/$16.95</td>
<td><strong>Gen Admin:</strong> Office positions must be able to perform basic clerical duties, i.e., make copies, process repetitive/similar transactions &amp; filing. Non-office position must be able to perform basic building maintenance. <strong>R&amp;B:</strong> No position listed at this level.</td>
<td>Clerk II Maintenance/Custodian GHRC Office Manager</td>
</tr>
</tbody>
</table>
| 3           | $13.00 - $17.06/$18.26   | **Gen Admin:** Must be able to perform level 2 duties and have added financial responsibility, i.e., balance cash drawers/make deposits OR position requires a Spanish/English bilingual employee  
**Environmental:** Performs basic duties for Solid Waste and 911 addressing. Installation of street and road signs.  
**R&B:** Must be able to operate light equipment/shred/patch/sign crew. | Clerk III Maintenance Clerk  
Solid Waste Coordinator/911 GIS Assistant/Sign Installer  
Light Eqpt. Operator |
| 4           | $14.00 - $18.38/$19.58   | **Gen Admin:** Office positions must be able to perform Grade 3 duties plus higher level financial/legal responsibility, i.e. prepare reconciliations, legal letters/documents for court. Responsible for state issued inventory. Office manager at this level oversees employees up to Grade 4. Non-Office positions at this level must oversee at least one maintenance position. | Clerk IV Office Manager IV  
Fairgrounds Manager  
Crimes Victim Liaison |
| 5 | $15.00 - $19.69/$20.89 | **Gen Admin**: Office positions must be able to perform Grade 4 duties plus higher financial responsibilities at county-wide level. Processes District/County Court records. Office manager at this level oversees employees up to a Grade 5.  
**R&B**: Must possess a Class A or B CDL.  
**BM**: Manages building maintenance and janitorial services, oversees probationers. | Clerk V  
HR Assistant  
Office Manager V  
CDL Driver  
Designated Rep. for TCEQ  
Building Maintenance/  
Custodian/Mechanical |
|---|---|---|---|
| 6 | $16.00 - $21.00/$22.20 | Manages all aspects of criminal courts, preparation of Grand Jury, responsible for all court appeals and non-disclosures as well. Will be assisting Chief Deputy and act as Chief in absence.  
**R&B**: Assist lead mechanic  
Possess a Class A CDL and operate heavy equipment. | Assistant Chief Deputy  
Mechanic  
Operator |
| 7 | $17.00 - $22.31/$23.51 | Manages Accounts Payable, assists Treasurer and 1st Assistant with payroll, cash management, accounts receivable, internal, and external monthly, quarterly, and annual reports.  
Manage all financial accounts. Supervise employees as well as other duties assigned.  
**R&B**: Position is highly proficient in the operating of complex and specialized heavy construction equipment & possess a minimum of 5 years’ experience. | 2nd Assistant Treasurer  
1st Co. Clerk Chief Deputy  
Dist. Clerk Chief Deputy  
Tax Assessor Collector  
Chief Deputy  
Senior Operator |
| 8 | $18.00 - $23.63/$24.83 | Manages Payroll & Payroll reports (i.e., F941 and W-2s) for all county employees and/or is the designated chief deputy and supervises up to a grade level 7 employee(s)  
**PC Tech** directly reports to the IT Director  
**R&B**: Responsible for the administration of the Road and Bridge Department.  
Performs basic road building to a finished surface meeting County R&B requirement  
Responsible for repair and maintenance of both light and heavy equipment. | 1st Assistant Treasurer  
PC Technician  
Executive Assistant (R&B)  
Finished Blade Operator  
Lead Mechanic |
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
<th>Position(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>$19.00 - $24.93/$26.13</td>
<td>No Positions Listed at this time.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$20.00 - $27.50/$28.70</td>
<td>Responsible for a specific area of the county, exercises direct supervision over multiple employees.</td>
<td>R&amp;B Area Superintendent</td>
</tr>
<tr>
<td>LE-Part Time</td>
<td>$8.16 - $23.40</td>
<td>This grade is reserved for LE part-time employees. Part-time employees are not entitled to tenure and work less than 30 hours per week.</td>
<td>LE Livestock Officer LE Librarian</td>
</tr>
<tr>
<td>LE1</td>
<td>$13.26 - $21.15/$22.35</td>
<td><strong>Law Enforcement</strong>: Dispatchers, Jailers, Cadet, Evidence/Sex Offender Registrar, Records Clerk and Diversion Crew positions.</td>
<td>Dispatchers Jailers Cadet Evidence/SOR Records Clerk Diversion Crew</td>
</tr>
<tr>
<td>LE2</td>
<td>$16.32 - $22.42/$23.62</td>
<td><strong>Law Enforcement</strong>: Oversees Dispatchers and Jailers</td>
<td>Jail Sergeant Dispatch Supervisor</td>
</tr>
<tr>
<td>LE3</td>
<td>$17.34 - $23.19/$24.39</td>
<td><strong>Law Enforcement</strong>: Performs law enforcement duties and transports inmates.</td>
<td>Courthouse Security Patrol Deputy Jail Deputy Constable Deputy</td>
</tr>
<tr>
<td>PT-LE3</td>
<td>$17.34 - $23.19/$24.39</td>
<td><strong>Part-time Bailiff</strong>: Performs law enforcement duties and/or transports inmates. Part-time employees are not entitled to tenure and work less than 30 hours per week.</td>
<td>Part-time Bailiff</td>
</tr>
<tr>
<td>LE4</td>
<td>$18.36 - $25.23/$26.43</td>
<td><strong>Law Enforcement</strong>: Oversees and supervises patrol deputies.</td>
<td>Patrol Sergeant</td>
</tr>
<tr>
<td>LE5</td>
<td>$20.40 - $28.50/$29.70</td>
<td><strong>Law Enforcement</strong>: Conducts major criminal investigations.</td>
<td>Investigators</td>
</tr>
<tr>
<td>LE6</td>
<td>$20.40 - $31.15/$32.35</td>
<td><strong>Law Enforcement</strong>: Manages own budget and has overall responsibility for department’s operation.</td>
<td>Lieutenant Captain Jail Administrator</td>
</tr>
<tr>
<td>LE7</td>
<td>$22.44 - $33.60/$34.80</td>
<td><strong>Law Enforcement</strong>: Manages own budget, has overall Responsibility for department’s operation and oversees 15 more employees</td>
<td>Chief Deputy</td>
</tr>
</tbody>
</table>
| DEPT. HEAD I | $20.00 - $28.98/$30.18 | Manages own budget and has overall responsibility for department’s operation. | Voter/Election Administrator  
HR Director  
9-1-1 GIS Environmental DH  
Crime Victims Coordinator  
EMC/Subdivision Coordinator |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>DEPT. HEAD II</td>
<td>$22.00 - $31.50/$32.70</td>
<td>No Positions</td>
<td></td>
</tr>
<tr>
<td>DEPT. HEAD III</td>
<td>$34.00 – $40.00/$41.20</td>
<td>Manages daily operation and maintenance of multiple county facilities. Oversees probationers assigned to Grimes County.</td>
<td>Facilities Director/Community Service Coordinator</td>
</tr>
</tbody>
</table>
| PARA-PROF. I | $20.00 - $25.20/$26.40 | Legal secretary, administrative assistant to County Attorney, District Attorney or County Court at Law and County Judge | DA Administrative Asst.  
Co. Atty. Administrative Asst.  
CCL Administrative Asst.  
Co. Judge Executive Asst. |
| PARA-PROF II | $20.00 - $31.50/$32.70 | District Attorney Investigator must be able to run investigation through multiple jurisdictions and agencies while supervising additional ongoing investigations. | District Attorney Investigator |
| PROF. I | $20.00 - $35.49/$36.69 | Degreed position, requires state certification | Juvenile Probation Officers**** |
| PROF. II | $30.00- $51.24/$52.44 | Degreed position, state certification and oversees Juvenile Probation Officers  
Degreed/board certified attorneys  
Degreed, oversees IT Dept.  
Transcribe & maintain records of court proceedings | Chief Juvenile Prob. Officer****  
Asst. District Attorney  
IT Director  
Court Reporter |
| PROF. III | $30.00- $61.74/$62.94 | Degreed, state license and must comply with continuing education requirements | R&B Engineer |
| EO |  | This grade is reserved for elected officials | County & CCL Judge  
Commissioners #1, #2, #3, #4  
County & District Attorney  
County & District Clerk  
Constable #1, #2, #3-#4  
JP #1, #2, #3  
Sheriff  
Tax Assessor  
Treasurer |
|---|---|---|---|
| AO | Salary is determined by District Judges | This grade is reserved for the Auditor’s Office | Auditor  
Assistant Auditors |
| GF | Salary is determined by grant | This position is funded or partially funded by a Grant | LE Investigator (MTTF)  
GHRC Clerk II* |

* Partially county funded  
**For full job description, see job description for each individual position. Duties are NOT limited to the items listed above. The purpose of this list is solely to distinguish between grade levels.  
****Salary determined by the Juvenile Board

*NOTE: Compensation for grant funded positions are not applicable to the County Salary Structure.*

*Updated in Commissioners Court and approved on 10-27-2021*
PERFORMANCE EVALUATION DEFINITION

A constructive process to acknowledge the performance of a non-probationary employee. An employee’s evaluation shall be sufficiently specific to inform and guide the employee in the performance of her/his duties. Performance evaluation is not in and of itself a disciplinary procedure.

Employee evaluation is a systematic collection and analysis of information about an employee’s performance for further decision making. Evaluating an employee means conducting an assessment of his/her skills, abilities, knowledge experience, education and other characteristics that are required for the employee to do his/her job.

GRIMES COUNTY POLICY REGARDING PERFORMANCE EVALUATIONS

In order to be eligible for a merit raise, an Employee Performance Evaluation must be submitted to the County Judge and approved by the Commissioner Court. Employee Performance Evaluations shall be completed on this form and approved by the Commissioner Court to the County Judge by the employee’s Elected/Appointed Official or Department Head prior to the filing of the annual proposed budget.

Elected Official

Date

Approved in Commissioner Court – March 20, 2019
PERFORMANCE EVALUATION CRITERIA

Quality of Work
1. Does the employee organize the work to make the job easier and the manager's job easier?
2. Consider the extent to which the work is accurate and timely.
3. Does the employee correct errors or question inconsistencies in work assigned?
4. What is the quality of the employee's technical skills?

Quantity of Work
1. Does the employee manage a large volume of work efficiently?
2. In the manager's absence, is work done to assure that matters are taken care of or are referred to the proper person for action?
3. Consider speed and consistency of output, time utilization, results that are pertinent and satisfactory.

Relationships with Others
1. How does the employee work with others? Can the employee receive assignments from several people, or resolve the priorities and still maintain good working relationships with those involved?
2. Does the employee obtain cooperation from others? Is help offered to others during slow periods?
3. How effectively does the employee address and resolve conflict/problem situations with others?
4. Do they show courtesy to customers and others contacted?

Initiative and Self-Reliance
1. Consider the employee's ability, and do they take action without being told, the extent of supervision required?
2. Does the employee seek out new and better ways of accomplishing a job?
3. Does the employee seek out new responsibilities?

Dependability
1. Is the employee generally willing to change plans in order to meet deadlines?
2. Does the employee accomplish all tasks within the proper time frame no matter how routine or how uninteresting the assignment?
3. Is work complete and thorough, eliminating the necessity for close review of work necessary during periods of pressure?
4. Consider such things as attendance, punctuality, time off, adherence to policies regulations and do they comply?

SUMMARY APPRAISAL

DEFINITIONS OF PERFORMANCE CATEGORIES

Description

Exceptional Performance
Performance and contribution to goals of department/office success is of highest order. There is minimal room for improvement.

Consistently Exceeds Expected Level of Performance
Performance exceeds job requirements and normal expectations; contributed significantly to department/office success over and beyond job demands.

Expected Level of Performance
Performance meets all the requirements of the job and all the expectations, in terms of contribution to the work unit, which were forecast as a basis for the evaluation of the job. Does not require more help from supervisor and others than is implicit in position description. By definition this is very satisfactory performance in a position in which high standard performance is required.

Less Than Expected Level of Performance
Performance meets most but not all job requirements and normal expectations; does not consistently meet acceptable standards; requires more than minimum help from supervisor and others. Employee has performance deficiencies but shows willingness and ability to overcome them.

Unsatisfactory Performance
Performance fails to meet job requirements. Employee has major performance deficiencies, which cannot be corrected easily.
PERFORMANCE APPRAISAL FACTOR RATINGS

Describe the employee's performance relative to the factors stated below. The employee must be rated on all factors and the ratings must be accompanied by narrative. To assist you in developing your narrative performance evaluation, please refer to the performance evaluation criteria included at the front of this appraisal form. The employee's position description, as well as the supervisor's specific knowledge of job duties and requirements should be considered when completing this appraisal form.

1. Quality of Work (Rating: ______)

2. Quantity of Work (Rating: ______)

3. Relationships With Others (Rating: ______)

4. Initiative And Self-Reliance (Rating: ______)

5. Dependability (Rating: ______)

LEVEL OF PERFORMANCE

RATING SCALE

(1) Unsatisfactory
(2) Less Than Expected
(3) Expected
(4) Consistently Exceeds
(5) Exceptional

SUMMARY APPRAISAL
Based on your first hand knowledge of the employee, taking into consideration the items listed on the previous pages, give the employee an overall "All Things Considered" rating. Keep in mind that Level 3, Expected Level of Performance, means that the employee is performing fully and completely.

OVERALL RATING
(CHECK BOX)

☐ 1
UNSATISFACTORY PERFORMANCE

☐ 2
LESS THAN EXPECTED LEVEL OF PERFORMANCE

☐ 3
EXPECTED LEVEL OF PERFORMANCE

☐ 4
CONSISTENTLY EXCEEDS EXPECTED LEVEL OF PERFORMANCE

☐ 5
EXCEPTIONAL PERFORMANCE

Supervisor Comments:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Plan Objectives or Goals for the coming year:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Employee's Statement (Please Initial) *
I Agree ☐, Disagree ☐, with this Performance Appraisal.

Employee Signature __________________________ Date ___________

Supervisor Signature __________________________ Date ___________

*Employee may use the rest of this page for comments.
GRIMES COUNTY
REIMBURSEMENT FORM

DATE: ________________________________

PRINTED NAME & DEPT: ________________________________

BUSINESS NAME: ________________________________

AMOUNT: ________________________________

REASON FOR PURCHASE: ________________________________

ATTACH RECEIPT HERE:

REQUESTED BY: ________________________________ DATE: ________________

APPROVED BY: ________________________________ DATE: ________________