

GRAYSON COUNTY



EMPLOYEE HANDBOOK

GRAYSON COUNTY EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Grayson County Employee Handbook 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 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 or Human Resources.

I further understand that the Grayson County Handbook 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 employee handbook is intended to provide guidance in understanding Grayson County's policies, practices and benefits. I understand that Grayson County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Grayson County employee, I am expected to provide quality service to the public; to work toward the highest degree of safety possible for my fellow workers, to continually make suggestions for improvements, and to display a spirit of team work and cooperation.

I understand that, if eligible, I will be granted compensatory time in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County's discretion.

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, I will be subject to random, reasonable suspicion and post-accident drug and alcohol testing.

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

Employee Name (Please Print)

Employee Signature

Date Signed


**COUNTY OF GRAYSON
COMMISSIONERS COURT ORDER**

WHEREAS the Grayson County Commissioners Court desires to provide the employees of Grayson County with a uniform format for dealing with various employment related issues; and

WHEREAS the Grayson County Commissioners Court wishes to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Grayson County Commissioners Court hereby approves, and adopts, the GRAYSON COUNTY EMPLOYEE HANDBOOK.

ADOPTED THIS 29 DAY OF March, 2022



County Judge



Commissioner – Precinct 1



Commissioner - Precinct 2



Commissioner – Precinct 3



Commissioner – Precinct 4

Witnessed and Attested By:



County Clerk

RESOLUTION FOR GRAYSON COUNTY

I the undersigned have read the Grayson County Employee Handbook that the Grayson County Commissioner's Court has adopted. As an ELECTED OFFICIAL of Grayson County, I endorse and approve the Employee Handbook. I approve the document as it reflects my commitment to Grayson County employees and it reflects my commitment to conform to appropriate state and federal laws. I agree to be bound by the terms and conditions of the Grayson County Employee Handbook, as witnessed by my signature below.

Elected Official (Please Print Name)

Elected Official Title (Please Print)

Elected Official Signature

Date Signed

GRAYSON COUNTY EMPLOYEE HANDBOOK

Welcome to Grayson County!

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

Grayson 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 employee handbook contains some key policies, benefits and expectations of Grayson County, and other information you will need. Each elected or appointed official may have detailed policy and procedure manuals for their office.

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

GENERAL POLICIES

COUNTY EMPLOYMENT

EMPLOYMENT AT-WILL

All employment with Grayson County shall be considered “at will” employment. No contract of employment shall exist between any individual and Grayson County for any duration, either specified or unspecified. No provision of this employee handbook shall be construed as modifying your employment at will status. The first 90 days of employment will be considered an orientation or probationary period.

Grayson 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.

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

EMPLOYEE STATUS

Regular Full Time: A full time employee shall be any employee in a position who has a normal work schedule of at least 40 hours per week. Full time employees are eligible for county health insurance and retirement benefits. Full time employees may be exempt or non-exempt employees. Non-exempt employees are eligible for compensation time. Exempt employees are not eligible for compensation time. Grayson County makes exempt status determination based on the Fair Labor Standards Act.

Regular Part Time: A part time employee shall be any employee in a position who has a normal work schedule of less than 30 hours per week. Regular part time employees are not eligible for health insurance benefits. All regular part time employees are eligible for retirement benefits.

Temporary or Seasonal: A temporary or seasonal employee shall be any employee who is hired into a position and does not work more than 1500 hours during a defined work period. Temporary or Seasonal employees are not eligible for health insurance or retirement benefits.

EQUAL EMPLOYMENT OPPORTUNITY

Grayson County is an equal opportunity employer. The County will not discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, salary increases, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification exists. If any 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 Human Resources.

AMERICANS WITH DISABILITIES ACT - AMENDMENTS ACT

It is the policy of Grayson County to prohibit any harassment of, or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels that they have been subject to such treatment, or has witnessed such treatment, the situation should be reported to your elected official, appointed official, department head or Human Resources. All elected officials, appointed officials, department heads and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Grayson 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 Americans with Disabilities Act, as amended (ADAAA), reasonable accommodations may 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. If you require accommodation, please contact your elected official, appointed official, department head or Human Resources. Reasonable accommodation shall be determined through an interactive process of consultation.

PERSONNEL FILES

The Grayson 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, applications, new hire forms, benefit and retirement forms, as well as records concerning performance, discipline and compensation.

It is important that the personnel records of Grayson County be accurate at all times. Failure to promptly notify Grayson County of changes may result in issues for the employee including, without limitation, the compromise of benefit eligibility, delays in processing benefits or receiving W2s. Grayson County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information.

The Public Information Act allows county employees to keep their home addresses, telephone numbers, social security numbers, emergency contact information and information that reveal whether you have family members confidential. You may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after your first day of employment.

NEPOTISM

Texas Government Code Chapter 573 states that a Public Official of Grayson County is prohibited from hiring a relative related within the third degree of consanguinity (blood) or within the second degree of affinity (marriage) to work in a department that he or she supervises or exercises control over.

A degree of relationship is determined under Texas Government Code Chapter 573 as follows:

Consanguinity Kinship Chart (Blood):

1st Degree: Father, mother, son, daughter

2nd Degree: Brother, sister, grandfather, grandmother, grandson, granddaughter

3rd Degree: Uncle, aunt, nephew, niece, great grandfather, great grandmother, great grandson, great granddaughter

Affinity Kinship Chart (Marriage):

1st Degree: Spouse, son-in-law, daughter-in-law, father-in-law, mother-in-law

2nd Degree: Spouse's father, spouse's mother, spouse's brother, spouse's sister, spouse's grandson, spouse's granddaughter, spouse's brother-in-law, spouse's sister-in-law

WORK RULES AND EMPLOYEE RESPONSIBILITY

ATTENDANCE

As a Grayson County employee you are expected to be punctual and demonstrate consistent attendance.

Each employee shall report to work on each day they are scheduled to work and at the starting time set by their supervisor unless prior approval for absence is given by the supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.

If an employee is unable to be at work at their normal reporting time, they shall be responsible for notifying their supervisor at least 2 hours prior to the scheduled start of their shift or as soon as it is reasonably practicable in the case of an emergency.

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.

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

Frequent unexcused absences or tardiness, as determined by your immediate supervisor, may make an employee subject to disciplinary action, up to and including termination of employment.

An employee who does not report to work for 3 consecutive scheduled work days and who fails to notify his or her supervisor, shall be considered to have resigned their position by abandonment.

DRESS CODE

Grayson 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.

SMOKE FREE WORKPLACE

Grayson County endeavors to provide a healthy environment. Therefore, any form of tobacco or nicotine consumed in county buildings is strictly prohibited. Additionally, no smoking or vaping is allowed within 40 feet of the exterior entranceways.

CONFLICT OF INTEREST

Employees of Grayson 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 which would reduce their ability to make objective decisions in regard to their work and responsibility as a Grayson County employee.

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

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

- Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employees' performance of duties of the County or that the employee knows or should know is offered with the intent to influence the employees' performance.
- Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties.
- Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in the performance of duties for the County.
- Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County.
- 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.

HARASSMENT

Grayson County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on gender, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when:

- The submission to the conduct is made a condition of employment.
- The submission to, or rejections of, the conduct is used as the basis for an employment decision.
- The conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Grayson County whether committed by an elected official, appointed official, department head, co-worker or non-employee with whom the County does business.

Employees who feel they have been harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to Human Resources.

Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

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

Retaliation against an employee who reports harassment or who cooperates in the investigation is prohibited by law as well as this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to Human Resources.

Remedial action will be taken in accordance with the circumstances when the County determines unlawful harassment or retaliation has occurred, up to and including termination of employment.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited by Grayson County, whether committed by elected official, appointed official, department head, co-worker or non-employee the County does business with. It is the policy of Grayson County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. Sexual harassment shall include, but not be limited to: unwanted sexual advances, requests for sexual favors, and other verbal or non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, cartoons, emails, text messages, transmissions, publications or posting on any social media platform where:

- The submission to such conduct is either an expressed or implied condition of employment.
- The submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person.
- 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.

All claims of sexual harassment shall be taken seriously and investigated promptly and thoroughly. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

Employees who feel they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to Human Resources.

Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported shall be responsible for seeing that

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

Use the following procedures so that your complaint may be resolved quickly and fairly.

- When practical, confront the harasser and ask them to stop the unwanted behavior.
- Record the time, place and specifics of each incident, including any witnesses.
- Report continuing sexual harassment to the elected official or appointed official who is responsible for your department. If, for any reason the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to Human Resources.
- If a thorough investigation reveals that unlawful sexual harassment has occurred, Grayson County will take effective remedial action in accordance with the circumstances, up to and including termination of employment.

Retaliation against an employee who reports sexual harassment or who cooperates as a witness in the investigation is prohibited by law as well as this policy.

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the department head may not be the best course of action, the report should be made to Human Resources.

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

POLITICAL ACTIVITY

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

County employees shall not:

- Use their official authority or influence to interfere with or affect the result of any election or nomination for office.

- 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.
- Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

OUTSIDE EMPLOYMENT

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

EMPLOYEE BREAKS

The Texas Right to Express Breast Milk in the Workplace Act and the Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk as long as needed by the mother following the birth of a child. Grayson County supports this practice.

Grayson County will provide reasonable paid breaks for nursing mothers to express breast milk. The nursing mother will be allowed whatever time is needed to express breast milk.

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.

Grayson County does not allow any retaliation against nursing mothers who ask for this break. Nursing mothers are entitled to this break for the duration of the time they are expressing breast milk. A reasonable accommodation will be given for the needs of employees who express breast milk. Employees of the County who need to express breast milk may not be discriminated against.

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, it may not be accumulated or used for time off.

GRIEVANCES

Any employee having a grievance related to their job should discuss the grievance with their 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 have the right to discuss the grievance with that official.

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

DISCIPLINE

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

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

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 their job.

Grayson 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.

ADMINISTRATIVE SUSPENSION

If an employee is under investigation for a crime, or official misconduct, or is awaiting a hearing or trial in a criminal matter, the employee may be suspended with or without pay for the duration of the investigation or proceedings when suspension would be in the best interest of the County and the public.

LICENSE AND CERTIFICATIONS

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

WEATHER CLOSINGS AND EMERGENCIES

As a general practice, Grayson County does not close its public county facilities unless the health, safety, and security of county employees are seriously brought into question. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing of the facilities.

The County Judge will notify elected officials, appointed officials and department directors by phone or email with closure protocols. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing. However, each elected official controls the working hours of their employees, even in an emergency situation, whether or not county facilities are open.

Many county departments are continuous operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each department director is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency actions plans.

CONFIDENTIALITY

Grayson County is a public entity; however, some county employees acquire confidential (confidential, non-public) information as a result of their position with the County. This information must be protected. Employees who reveal confidential (confidential, non-public) information they have received as a result of their position may be subject to discipline, up to and including termination of employment.

Regarding the personnel information of employees of Grayson County; much of the information in an employee's personnel file, including salary and job evaluations is subject to disclosure under the Public Information Act, however, highly personal matters are typically not subject to disclosure. The County will adhere to the Public Information Act requirements.

WHISTLEBLOWER

An employee may, in good faith, report an alleged violation of a Grayson County policy or federal or state law to his or her supervisor, department head, or Human Resources; 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 Sheriff's Office. The County will investigate the reported activity.

An official, supervisor, department director, or any other employee is prohibited from taking adverse employment action against an employee who, in good faith, reports an alleged violation of county policy or federal or state law to a designated person, pursuant to this policy.

An employee who intentionally makes a false report of wrongdoing may be subject to discipline, up to and including termination of employment.

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.

COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

Each county employee shall be responsible for the care, maintenance, proper use, and upkeep of any county equipment assigned to them. County employees shall only use equipment, tools, and other county property that they are authorized to use. 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 of employment. Improper use may subject employees to criminal prosecution. Upon termination of employment, employees are expected to return all County issued property in good working condition. Failure to return County issued property could result in criminal prosecution.

COUNTY VEHICLE USAGE

Some employees may be required to use county vehicles as a part of their job. Employees who are assigned county vehicles shall be responsible for the care, maintenance, proper use and upkeep of these vehicles. Employees may only use the vehicles they are authorized to use. Employees may not allow other individuals to operate the vehicles they have been assigned. If personal use of a county vehicle is permitted, the employee will be required to keep a log of all personal miles driven. These personal miles will be subject to payroll taxes at the current IRS rate in accordance with IRS rules and regulations.

Employees who operate vehicles must maintain a current active license for the operation of that vehicle. If they have any change in status of their license they must notify their supervisor. An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion, or termination of employment if that license is suspended or revoked.

An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle liability carrier, even though the employee's license has not been revoked or suspended, shall be subject to possible job change, demotion or termination of employment.

Any employee involved in an accident while operating county equipment or vehicles shall immediately report the accident to their supervisor and to the proper law enforcement or other authority. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and County Auditor.

CELL PHONE USAGE

Grayson 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.

Grayson 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.

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

Employees in possession of a Grayson County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

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

COMPUTER AND INTERNET USAGE

The use of Grayson County information systems, including computers, fax machines, smart phones, tablet computers and all forms of internet/intranet access, is for Grayson County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is during personal time (lunch or other breaks) and does not result in any expense to the County.

Use is defined as “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County’s business; to distract, intimidate, or harass co-workers or third parties; or to disrupt the workplace.

Use of Grayson County computers, networks, and internet access is a privilege granted by department heads and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline, up to and including termination of employment.

Grayson County owns the rights to all data and files in any computer, network or other information system used in the County. Grayson County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, Twitter, etc.) and their content, as well as any and all use of the internet and of computer equipment used to create, view, or access e-mail and internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release and archiving by county officials at all times. Grayson County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. Other than elected or appointed officials, no employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate county official. No employee shall break any copyright laws or download any illegal or unauthorized downloads. Grayson County monitors its information systems and employees may be subject to discipline up to and including termination of employment for any misuse of county information systems.

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

SAFETY AND HEALTH - EMPLOYEE RESPONSIBILITY

WORKER COMPENSATION

All Grayson County employees are covered by workers' compensation coverage while on duty for the County. Workers' compensation coverage pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of their job. Workers' compensation also pays Temporary Income Benefits (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work related illnesses or injuries.

Grayson County will pay any lost wages to employees during the first seven calendar days of a work related illness/injury.

Employees who are placed on Workers' Compensation leave will also be placed on Family Medical Leave if they are eligible under FMLA guidelines. Grayson County runs FMLA and Worker's Compensation concurrently.

Any employee who suffers a job related illness or injury is required to notify their supervisor as soon as possible. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments.

Employees on a workers' compensation leave of absence are not allowed to engage in outside employment or any activities that would violate medical restrictions issued by a workers' compensation treating physician.

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

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.

Failure to report a workers' compensation injury or falsely reporting an injury as work related could lead to further disciplinary action up to and including termination of employment.

EMPLOYEE SAFETY

Grayson County is committed to providing a safe workplace for our employees.

County employees must adhere to the general safety standards established for all employees as well as comply with their departmental safety requirements. Safety procedures may differ at each county department. Your supervisor will provide you with specific information pertaining to your position.

Failure to follow safety standards by the County or your supervisor subjects an employee to disciplinary action, up to and including termination of employment.

Employees who witness unsafe work conditions shall either take reasonable steps to correct those conditions or report the unsafe conditions to their supervisor.

DRUG AND ALCOHOL POLICY

Grayson County is a drug and alcohol free workplace. A county employee may not be present at work during a period when the employee's ability to perform his or her duties is impaired by drugs or alcohol. The County believes that a drug and alcohol free workplace will help ensure a healthy, safe and secure work environment.

This policy applies to all employees of Grayson County regardless of rank or position and shall include full time, part time, seasonal and temporary workers.

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

An employee may not unlawfully manufacture, distribute, dispense, possess, sell, purchase or use a controlled substance or drug paraphernalia on County property or while conducting county business not on county property.

An employee may not be under the influence of alcohol or illegal drugs while on county property or while on duty for the County.

An employee may not possess or use unauthorized prescription or over-the-counter drugs while on county property or while on duty for the County. An employee may not use

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.

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 their job duties.

If the use of a medication could compromise an employee's ability to do their job or the safety of the employee, fellow employees or the public, the employee must report the condition to their supervisor prior to the start of their workday.

A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional. Information on benefits provided for treatment of alcohol and drug abuse problems provided by the County's health plan is available on the County website or in the Human Resources Department.

Any employee who violates this policy may be subject to discipline, up to and including termination of employment.

DRUG AND ALCOHOL – CDL EMPLOYEES

CDL Drivers are an extremely valuable resource for Grayson 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 complies with the FHWA

testing program. All CDL drivers are advised that remaining drug-free and qualified to drive are conditions of continued employment with the County.

It is the policy of Grayson 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 and intrastate commerce and is subject to CDL licensing requirements. Grayson County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

Any employee who violates this policy shall be subject to termination of employment.

WORKPLACE VIOLENCE

Grayson County is committed to providing a workplace free of violence. Grayson County will not tolerate or condone any threats of violence, direct or indirect, this includes "jokes". All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that might make another employee suspicious or in fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. 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 the Sheriff's Department.

WEAPONS IN THE WORKPLACE

It is against County policy to bring, have or use firearms or any other weapon on county premises or property unless that weapon is an authorized part of a uniform or an authorized piece of equipment required in the performance of assigned duties. Notwithstanding any other portion of this policy, a county employee may carry a concealed handgun on county premises or property if the employee has a currently valid license to carry a handgun pursuant to Texas Government Code Section 411.177, and as long as the possession of the concealed handgun is not otherwise prohibited by Texas law. A county employee may not openly carry a handgun on county premises or property unless that weapon is an authorized part of a uniform or an authorized piece of equipment required in the performance of assigned duties. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

SOCIAL MEDIA

For the purpose of this policy “social media” includes, but is not limited to, online forums, blogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram or Snapchat.

Grayson County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if it interferes with the employees work; is used to harass supervisors, co-workers, citizens, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Grayson County among the community at large. Grayson 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.

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

- If your posts on social media mention Grayson County make clear that you are an employee of Grayson County and that the views posted are yours alone and do not represent the views of Grayson County.
- Do not mention Grayson County supervisors, employees, citizens, customers or vendors without their express consent.
- Do not create a conflict. If you see a misrepresentation about Grayson County, respond respectfully with factual information, not inflammatory comments.
- You are responsible for what you write or present on social media. You can be sued by other employees, supervisors, citizens, customers or 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 of employment for what they post on social media platforms, even if the employee did not use a county computer or if the post did not occur during work hours or on county property.
- Employees may not use Grayson County computer equipment for non-work related activities without written permission. Social media activities should not interfere with duties at work. Grayson County monitors its computers to ensure compliance with this restriction.
- You must comply with copyright laws, and cite or reference sources accurately.

- Do not link to Grayson County's website or post Grayson County material on a social media site without written permission from your supervisor.
- All Grayson County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that you obtained through your position at Grayson County must be kept confidential and should not be discussed through or in a social media forum.
- Violation of this policy may lead to discipline, up to and including immediate termination of employment.

EMPLOYEE COMPENSATION & BENEFITS

EMPLOYEE PAYROLL

FAIR LABOR STANDARDS ACT SAFE HARBOR

Grayson County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes occur. When mistakes happen and are reported in a timely manner, Grayson County will promptly address these issues and make any necessary corrections. Please review your pay advice to ensure that 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 under or overpaid, the county will make the necessary corrections during the next payroll after the error is reported or identified.

Employees who are classified as non-exempt employees must maintain an accurate record of the total hours worked each day. It is the responsibility of each employee to verify that their time sheets are correct. Your time sheet must accurately reflect all 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 your pay check, please verify immediately that you were paid correctly for all hours worked each week and that any compensation time earned had been correctly accrued.

Non-exempt employees, unless authorized 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 work unless you are authorized to do so. All time worked is to be recorded on your time sheet. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time sheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination of employment. The Human Resources Department should be contacted immediately if you are instructed to work and not document your time worked.

It is a violation of Grayson County policy for any employee to falsify a time sheet, or to 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 employees time sheet to under/over report hours worked. If anyone instructs you to incorrectly or falsely under/over report your hours worked or alter

another employee's time records to inaccurately or falsely report that employee's hours worked, you should immediately contact the Human Resources Department.

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 and non-exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life premiums, state or federal taxes, social security, retirement or voluntary contributions to a deferred compensation plan. In any work week in which you performed any work, your wages may be reduced for any of the following reasons: absence from work due to personal reasons (ex. vacation leave), absence from work due to sickness or disability (ex. sick leave), absence from work due to disciplinary action, Family and Medical Leave or Military Leave absences, the first or last week of employment if you work less than a full week.

If you are an exempt or non-exempt employee, your salary will not be reduced for any of the following reasons: absence because the facility is closed on a scheduled work day, absence because of the County's operating requirements or any other deductions prohibited by state or federal law.

Please Note: It is not an improper deduction to reduce an employee's accrued vacation, sick, compensation time or other forms of paid time off for full or partial day absence for personal reasons, sickness or disability.

If you have questions about deductions from your pay, please 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 contact the Human Resources Department.

INTERNAL REVENUE SERVICE FRINGE BENEFITS

Grayson County will comply with the IRS with regard to fringe benefits such as county uniforms, county vehicle usage and day trip meals. You may be responsible for paying payroll taxes on such fringe benefits.

COMPENSATION

Grayson County Commissioners Court annually sets the maximum compensation for each employee in accordance with Texas State Law. Grayson County complies with the Fair Labor Standards Acts as outlined in the Fair Labor Standards Safe Harbor policy.

As a local government entity, Grayson County has adopted Section 3(s)(1)(C) of the FLSA which states that under certain prescribed conditions, employees of state or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay.

Law Enforcement and Fire Protection personnel are treated in accordance with the 207(k) exemption under the Fair Labor Standards Act which states that employees engaged in law enforcement or fire protection may accrue compensation time on a "work period" basis. Any hours worked in excess of a work period will be considered compensatory time and will be accrued at one and one-half hours for each overtime hour worked. Law enforcement and fire protection personnel who are classified as full-time non-exempt employees are considered hourly employees that are paid on a bi-weekly, salaried basis.

Full time non-exempt employees are classified as hourly employees that are paid on a bi-weekly, salaried basis. Any hours worked in excess of a work period will be considered compensatory time and will be accrued at one and one-half hours for each overtime hour worked.

Part time and temporary seasonal employees shall be paid hourly at least the minimum wage established by the Fair Labor Standards Act, as amended. Any hours worked in excess of a work period will be considered overtime and will be paid at a rate not less than one and one-half hours for each overtime hour worked.

PAYROLL DEDUCTIONS

Deductions shall be made from each employee's pay check for federal withholding, social security, Medicare and any other deductions required by law. Employees eligible for membership in the Texas County and District Retirement System (TCDRS) shall have their contributions to that system deducted from each pay check. Any optional deduction authorized by the Commissioners Court and approved by the employee shall also be made from the employee's pay check. No optional deduction shall be made from an employee's pay check unless the employee submits written authorization for the deduction to Human Resources.

WORK WEEKS AND WORK PERIODS

For the purposes of recordkeeping and to determine compensation time in compliance with the Fair Labor Standards Act (FLSA), the work week for Grayson County shall begin at 12:01 a.m. on each Saturday and end 7 consecutive days later. Law enforcement employees who fall under the FLSA 207(k) exemption shall have a work period of 14 days and 86 hours; fire protection employees who fall under the FLSA 207(k) exemption shall have a work period of 14 days and 106 hours as established by Grayson County Commissioners Court.

TIMESHEETS

Each employee must complete a time sheet to be turned in to their supervisor prior to the end of each pay period. Failure to complete a time sheet may result in an incorrect payment. All corrections will be made on the next regularly scheduled payroll. Time sheets prepared by non-exempt employees shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period. Time sheets prepared by exempt employees shall show an accurate record of all leave taken, whether paid or unpaid, for the pay period. Time sheets are governmental documents and as such require accurate and truthful information. Falsifying a time sheet, a governmental record, is a criminal offense and is subject to immediate disciplinary action, up to and including termination of employment.

PAY PERIODS

The pay period for Grayson County shall be a 14 day pay period with pay period dates established by the Commissioners Court. Employees are paid on a bi-weekly basis. If a pay day falls on a bank holiday, pay checks shall be issued on the last work day immediately preceding the bank holiday.

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) and its regulations. The work day for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

LAW ENFORCEMENT PAY AND COMPENSATORY TIME

Grayson County Commissioners Court has adopted the 207(k) exemption under the Fair Labor Standards Act (FLSA) for law enforcement employees. These employees have a work period of 14 days and compensatory time will be due after 86 hours actually worked. Law enforcement employee salary covers all hours up to 84 hours. Paid leave shall not be counted in determining if compensatory time has been worked in any work period. Employees should have authorization from their supervisor prior to working hours in excess of their regular work schedule.

FIRE PROTECTION PAY AND COMPENSATORY TIME

Grayson County Commissioners Court has adopted the 207(k) exemption under the Fair Labor Standards Act (FLSA) for fire protection employees. These employees have a work period of 14 days and compensatory time will be due after 106 hours actually worked. Fire protection employee salary covers all hours up to 106 hours. Paid leave shall not be counted in determining if compensation time has been worked in any work period. Employees should have authorization from their supervisor prior to working hours in excess of their regular work schedule.

COMPENSATORY TIME CALCULATIONS FOR NON-EXEMPT EMPLOYEES

Compensatory time shall include all time actually worked for the County in excess of 40 hours in any work week, with the exception of law enforcement and fire protection.

Paid leave shall not be counted in determining if compensatory time has been worked in any work week. Non-exempt employees should have authorization from their supervisor prior to working hours in excess of their regular work schedule.

Hours worked in excess of 40 in a 7-day work period will be accrued in the form of compensatory time off in accordance with the provision of the FLSA. Eligible employees shall receive compensatory time off at a rate of 1.5 times the amount of actual hours worked in excess of 40.

USE OF COMPENSATORY TIME

Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works. Compensatory time may be used for any purpose desired by the employee with supervisor approval. Grayson County shall have the right to require employees to use earned compensatory time at the convenience of the County.

Accrued compensatory time shall be used before vacation time when an employee requests time off from work for reasons not related to an illness or injury that would be considered qualified under the Family Medical Leave Act (FMLA) or considered compensable under the County sick leave policy. If vacation time is used during the same period as a compensatory time pay out, compensatory time pay out hours will be used before accrued vacation time.

With approval from Commissioner's Court, unused compensatory time will be paid to employees who work in departments that operate on a 24-hour basis. Compensatory time will be paid on the last pay check of each quarter (December, March, June and September).

If employment is terminated for any reason prior to using all earned FLSA compensatory time, employees shall be paid in full for all unused compensatory time in accordance with the requirements of the FLSA.

Each employee shall be responsible for recording any compensatory time used within a pay period on the timesheet for that pay period.

LEAVE WITHOUT PAY

Employees are required to use accrued paid time off (vacation, sick or compensation time) when absent from work for illness, injury or personal reasons. However, situations may arise when an employee is placed on leave without pay. For example, if an employee is on FMLA or an approved medical leave of absence and exhausts their accrued sick leave time, the employee may elect to use accrued vacation time or compensation time or may be placed on leave without pay for the remainder of FMLA or approved medical leave. Leave without pay is not intended to be a substitute when an employee has exhausted their accrued leave time and is requesting time off for personal reasons. Leave without pay must be approved by an employee's supervisor.

DEMOTIONS

Demotions are the movement of an employee from one position to another with decreased responsibility or complexity of job duties or to a lower salary. Elected officials, appointed officials or department heads may choose to demote or re-assign any employee who is not able to meet performance requirements, for disciplinary reasons or for any reason deemed necessary by the official. Upon demotion, an employee's salary may be adjusted downward.

TRANSFERS

Transfers are the lateral movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary. Transfers may be within the same or to a different department. All transfers must be handled in accordance with the budget adopted by Commissioners Court.

PROMOTIONS

Promotions are the movement of an employee from one position to another with an increased responsibility or complexity of job duties, and to a higher salary. Transfers may be within the same department or to a different department. All promotions must be handled in accordance with the budget adopted by Commissioners Court.

SEPARATIONS

A separation shall be defined as any situation in which the employer-employee relationship between the County and a county employee ends. All separations from Grayson County shall be designated as one of the following types:

- Resignation
- Retirement
- Dismissal
- Reduction in Force
- Death

A resignation shall be classified as any situation in which an employee voluntarily leaves employment with Grayson County and the separation does not fall into one of the other categories. Employees who are resigning should submit a written notice of resignation to their supervisor.

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

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

Employees dismissed for the following reasons shall be deemed as Not Eligible for Rehire: using or reporting to work under the influence of alcohol or illegal drugs; sale or possession of alcohol or illegal drugs on County property; falsifying, forging, altering or intentionally misrepresenting information on any County record, form or contract; providing false information or failure to cooperate during an investigation; theft of any kind; unauthorized use, destruction or misuse of County property; harassment of any kind; acts of physical or verbal assault; insubordination; using County property to create, store, or send illicit or unlawful images or messages.

An employee shall be separated from employment because of a reduction in force when a 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.

A separation by death shall occur when an individual is deceased while currently employed by the County. If an employee deceases while still employed by the County, their designated beneficiary or estate shall receive all earned pay and payable benefits.

Grayson County shall not change an employee's reason for separation from the County unless the original determination is clearly erroneous, and in no event shall the reason for separation be changed more than 30 days after the date of separation.

RETIREE REHIRES

Retired employees shall be eligible to apply for open positions with Grayson County as long as the following provisions are met:

- The retiree has been retired for at least 3 full calendar month.
- No prior arrangement or agreement was made between Grayson County and the retiree for re-employment.

- **Strict adherence to normal 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 3 calendar months. Bona fide separation means there is no prior agreement or understanding between Grayson County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4 adopted by the TCDRS 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.

Rehired retirees who did not have a bona fide separation of employment may owe 10 percent excise tax and be required to repay all of their monthly retirement payments. Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members and those retired employees.

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

EMPLOYEE BENEFITS

HEALTH AND DENTAL PLANS

All full time regular employees of Grayson County shall be eligible for the group medical and dental plan benefits. Regular part time, temporary seasonal and temporary short term part time and regular variable hour employees who work an average of less than 30 hours a week will not be eligible for health or dental insurance.

Deductions for coverage elections shall be made through payroll deduction from an employee's pay check.

Coverage details and premium information for the group medical and dental insurance plans may be obtained by contacting the Human Resources Department.

VOLUNTARY INSURANCE PLANS

Grayson County provides additional supplemental insurance products. Premiums for these products are the responsibility of the employee. Deductions for coverage elections shall be made through payroll deduction from an employee's pay check. Information regarding voluntary insurance products may be obtained by contacting the Human Resources Department.

VACATION

The following employee classifications shall be eligible for the vacation benefit:

- Full time exempt employees
- Full time non-exempt employees

The following employee classification shall not be eligible for the vacation benefit:

- Part time hourly employees
- Temporary employees
- Temporary seasonal employees

Employees who have worked for less than 1 year in a position eligible to receive vacation shall earn vacation at a rate of 1.5384 hours per pay period, which is equivalent to 40 hours per year. After 6 months of employment, employees are eligible to use up to 8 hours of vacation leave. The remainder of vacation leave earned during the first year of employment may not be used until completion of 1 year of employment.

Employees who have worked for 1 year to 9 years in a position eligible to receive vacation shall accrue vacation at a rate of 3.0769 hours per pay period, which is equivalent to 80 hours per year.

Employees who have worked for 10 or more years in a position eligible to receive vacation shall accrue vacation at a rate of 4.6153 hours per pay period, which is equivalent to 120 hours per year.

Fire protection employees shall accrue vacation leave at a rate of 11.0769 hours per pay period.

Vacation shall not be accrued while an employee is on leave without pay. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation.

Scheduling of vacations shall be at the discretion of the individual department heads.

Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

If a holiday falls during an employee's vacation, the employee will not be charged for vacation.

The maximum amount of vacation that can be carried over at the end of the calendar year is 160 hours. For fire protection personnel, the maximum amount of vacation that can be carried over at the end of the calendar year is 216 hours. Time in excess of these limits will not be advanced to the next calendar year.

If an employee has worked for at least 1 year in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to a maximum of 160 accrued hours.

Each employee shall be responsible for accurately recording all vacation time used on their time sheet.

SICK LEAVE

The following employee classifications shall be eligible for the sick leave benefit:

- Full time exempt employees
- Full time non-exempt employees

The following employee classification shall not be eligible for the sick leave benefit:

- Part time hourly employees
- Temporary employees
- Temporary seasonal employees

Eligible employees shall accrue sick leave at a rate of 3.6923 hours per pay period. 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. Employees are eligible to use sick leave after completion of 6 months of employment.

Fire protection employees shall accrue sick leave at a rate of 11.0769 hours per pay period.

The maximum amount of sick leave that can be carried over at the end of the calendar year is 960 hours.

Sick leave may be used for the following purposes:

- Illness or injury of the employee
- Appointments with qualified medical professionals
- To attend to the illness or injury of a member of the employee's immediate family

For the purposes of this policy, immediate family shall be defined as a spouse, parents, biological children, step-children, adopted children, foster children, persons for whom you have legal guardianship or relatives living with you and for whom you are the primary caregiver. Parent means a biological, adoptive, step or foster parent. Children means under the age of 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

Where sick leave is to be used for medical appointments, an employee shall be required to notify their supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Where use of sick leave is not known in advance, an employee shall notify their

supervisor of the intent to use sick leave within 15 minutes of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify their supervisor as soon as is reasonably practicable. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify their supervisor of the anticipated length of absence. The employee will be placed on FMLA, if the event and the employee is eligible. If an employee uses 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, for either the employee's own illness or the illness of an immediate family member. Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Sick leave is not transferable between employees. Employees shall not be paid for unused sick leave upon termination of employment.

HOLIDAY

The following employee classifications shall be eligible for the holiday benefit:

- Full time exempt employees
- Full time non-exempt employees

The following employee classification shall not be eligible for the holiday benefit:

- Part time hourly employees
- Temporary employees
- Temporary seasonal employees

Each year, the Grayson County Commissioners Court recognizes 10 holidays that will be observed by the County. The holidays that the County generally observes are as follows:

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day

In the event that a holiday occurs on a Saturday or Sunday, the Commissioners Court will designate another day as a recognized holiday. If a holiday falls on a Saturday, the County will observe the designated holiday on the Friday preceding the actual holiday. If a holiday falls on

a Sunday, the County will observe the designated holiday on the Monday following the actual holiday.

Most County buildings and operations are closed/suspended on recognized/designated holidays. However, some county offices must remain open on a 24-hour/365-day basis.

FOR DEPARTMENTS THAT SUSPEND OPERATIONS ON RECOGNIZED/ DESIGNATED HOLIDAYS:

Exempt Employees: Employees will receive straight time pay for each recognized/designated holiday. Holiday pay will be based on the employees' normal work hours. Holiday time will be used in full at the time a recognized/designated holiday is observed. Holiday time will not accrue and cannot be used at a later date.

Full Time Salaried/Non-Exempt Employees: Employees will receive straight time pay for each recognized/designated holiday. Holiday pay will be based on the employees' normal work hours. Holiday time will be used in full at the time a recognized/designated holiday is observed. Holiday time will not accrue and cannot be used at a later date.

FOR DEPARTMENTS THAT DO NOT SUSPEND OPERATIONS FOR RECOGNIZED/DESIGNATED HOLIDAYS:

Holidays will be observed on the date designated by the Commissioners Court and on the date of the actual holiday. For example: if the Independence Day holiday occurs on a Saturday, the Court will set the designated holiday as the Friday preceding Independence Day. Employees who work on Friday (the designated holiday) or Saturday (the actual holiday) will be paid holiday pay. *Holidays that may be designated on a date other than the actual holiday are: New Year's Day, Independence Day, Veteran's Day, Christmas Eve, Christmas Day.*

A holiday will be defined as beginning at 12:00 am (midnight) on the designated/actual date of the holiday and ending at 12:00 am (midnight) on the date following the designated/actual holiday. For example: New Year's Day will begin on January 1 at 12:00 am and will end on January 2 at 12:00 am.

Full-Time Salaried/Non-Exempt Employees: Employees will receive 2 times their regular hourly pay rate for each designated/actual holiday that they work. Employees will receive 2 times their regular hourly pay rate for the actual hours worked during the defined holiday period. Holiday time will not accrue and cannot be used at a later date. Hours designated and paid as Holiday pay may affect how compensatory time is calculated for the pay period in which the holiday/designated holiday occurs.

Employees who are not scheduled to work on a designated/actual holiday will not receive holiday pay and will not accrue holiday time to be used at a later date. Employees who are scheduled to work on a designated/actual holiday but elect to take the day off work must use either vacation time or comp time to be paid.

FOR ADMINISTRATIVE/SUPPORT STAFF THAT WORK IN DEPARTMENTS THAT DO NOT SUSPEND OPERATIONS FOR RECOGNIZED/DESIGNATED HOLIDAYS:

Full Time Salaried/Non-Exempt Employees: Employees that are considered Administrative Support Staff and do not work on a 24-hour/365-day schedule basis are expected to observe recognized/designated holidays. Employees will receive straight time pay for each recognized/designated holiday. Holiday pay will be based on the employees' normal work hours. Holiday time will be used in full at the time a recognized/designated holiday is observed. Holiday time will not accrue and cannot be used at a later date.

JURY DUTY

All employees of Grayson 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. 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 the jury service involves time outside the employee's normal work schedule. Any fees paid for jury service may be kept by the employee.

FUNERAL LEAVE

All employees shall be allowed up to 3 days leave with pay for a death in the immediate family. For purposes of this policy, immediate family shall include: spouse, parents or step-parents, biological children, step-children, adopted children, foster children, grandchildren, grandparents, brother, sister, mother-in law, father-in-law, persons for who you have legal guardianship and relatives living with you for whom you are the primary caregiver. If leave is needed beyond the limits set in this policy, it may be charged to available vacation or compensatory time or taken as leave without pay. Funeral leave shall not be charged to sick time.

MILITARY LEAVE

All Grayson County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to 15 days off per federal fiscal year with pay to attend authorized training sessions and exercises. The 15 day paid military leave shall apply to the federal fiscal year and any unused balance at the end of the year shall not be carried forward into the next federal fiscal year. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employees' normal work schedule. An employee may use annual leave,

earned compensatory time, or leave without pay if they must attend Reserve or National Guard Training sessions or exercises in excess of the 15 day maximum. An employee going on military leave shall provide their supervisor with a set of orders within 2 business days after receipt of such orders.

Grayson County will provide, upon request of the employee, a statement that contains the number of work days used for military leave in the fiscal year as well as a statement of the number of work days left for use during the fiscal year.

Grayson 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 state and federal laws in effect at the time of their release from duty.

RETIREMENT

All full time exempt, full time non-exempt and part time hourly employees shall be eligible for the retirement benefit offered through Texas County and District Retirement System (TCDRS). Temporary and seasonal employees will not be eligible for retirement benefits. Participation is required for all eligible employees. Eligible employees shall make contributions to the retirement program through payroll deduction. Grayson County shall make a contribution to each eligible employee's retirement account according to the requirements of TCDRS. Information on the retirement program may be obtained from the Human Resources Department.

FAMILY MEDICAL LEAVE (FMLA)

To be eligible for benefits under this policy, an employee must: have worked for Grayson County at least 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 have worked at least 1250 hours during the previous 12 months.

Family or medical leave under this policy may be taken for the following reasons: The birth of a child and in order to care for that child; the placement of a child in the employee's home for adoption or foster care; 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 medical condition; the serious medical condition of the employee that results in the employee being unable to perform the essential functions of their job; 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; to care for a covered service member 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 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 at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

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.

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.

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following: 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. This treatment must occur within the first seven days of incapacity; any period of incapacity due to pregnancy or pre-natal care; 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; any period of incapacity which is permanent or long term due to a condition that treatment is not effective; any period of incapacity or absence to receive multiple treatments by a health care provider.

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. The following qualify as exigency leave: 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; 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; leave may be taken to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organization 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; leave may be taken to arrange for alternative 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; leave may be taken to make or update financial or legal arrangements to address the covered members absence while on active duty or call to active duty status in a foreign country; leave may be taken to act as a 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 for a period of 90 days following the

termination of the covered member's active duty status; 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; leave may be taken to spend time with a covered military member who is on a short-term, temporary rest and recuperation leave during a period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation; 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; 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; certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty or; 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.

Up to 12 weeks leave per 12-month period may be used under this policy.

The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. All leave taken under this policy during the prior 12-month period shall be subtracted from the employee's 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.

If a married couple both work for the County the maximum combined leave they shall be allowed to take in any 12-month period for the birth or placement of a child, or care for a parent with a serious health condition is 12 weeks. The combined limit is 26 weeks in a single 12-month period if leave is to care for a covered service member or covered veteran with a serious illness or injury.

An eligible employee is entitled up to 26 work weeks of leave to care for a covered service member or covered veteran with a serious injury or illness during a single 12-month period. The single 12-month period begins on the first day the eligible employee takes FMLA to care for a covered service member or a covered veteran and ends 12 months after that date. If an eligible employee does not take all of their 26 work weeks during the 12 month period, the remaining part of the 26 work weeks of leave entitlement to care for a covered service member or covered veteran is forfeited; 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 work weeks 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 veteran with a subsequent serious illness or injury, except that no more than 26 work weeks may be taken within any single 12 month period.

If an employee has accrued sick leave, the employee shall be required to use accrued sick leave. If accrued sick leave is exhausted, compensatory time and accrued vacation leave can be used at the employee's discretion. Otherwise, the remainder of the leave shall be unpaid. The maximum amount of paid and unpaid leave that may be used under this policy in any 12-month period is 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 12-month period.

While on leave under this policy, the County shall continue to pay the employee's medical plan premiums at the same rate as if the employee had been actively at work. 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. Payment for coverage shall be made through regular payroll deduction while the employee is on paid leave. While on unpaid leave, 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.

At the end of the 12 weeks of 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 where the eligible employee will be offered COBRA at the end of the 26 weeks in a single 12-month period. If the County decides to grant a 30-day extension at the end of the initial 12 weeks of leave, benefits will remain active during the extension.

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.

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.

All work missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employee's 12 week leave eligibility. 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 12-month period.

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.

The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. If an employee does not respond, leave may be denied.

Certification of the serious health condition of the employee shall include: the date the condition began; expected duration of the condition; the diagnosis of the condition; a brief

statement of the treatment and a statement that the employee is unable to perform the essential functions of the employee's job.

Certification of the serious health condition of an eligible family member shall include: the date the condition began; expected duration of the condition; the diagnosis of the condition; a brief statement of the treatment and a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

Certification for leave taken because of a qualifying exigency shall include: 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; the dates of the covered military member's active duty service; a statement and description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave; the approximate date on which the qualifying exigency will start and end; if the request is for an intermittent leave or reduced schedule basis; an estimate of the frequency and duration of the qualifying exigency; 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.

Certification for leave taken for a serious injury or illness of a covered military member or covered veteran shall include: if the injury or illness was incurred in the line of duty while on active duty; the approximate date on which the illness or injury occurred and the probable duration; a description of the medical facts regarding the covered military members or covered veterans' health condition sufficient to support the need for care; 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; the relationship of the employee and the covered military service member or covered veteran; or in lieu of certification, an ITO (invitational travel orders) or an ITA (invitational travel authorizations) issued is sufficient certification for a eligible employee to be allowed to take FMLA to care for a covered military member. The employee may be required to provide confirmation of the family or next of kin relationship to the seriously injured or ill covered military member or covered veteran.

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 6 months in connection with an eligible absence.

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.

If there is a conflict between the first and second certification, 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.

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

Where practicable, an employee should give their immediate supervisor at least 30 days' notice before beginning leave under this policy. Where it is not reasonably practicable to give 30 days' notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable. If an employee fails to provide 30 days' notice for a foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

Employees returning from leave under this policy, and who have not exceeded the 12-week maximum allowed under this policy, shall be returned to the same job or a job equivalent to the job the employee held prior to going on leave. Employees who have not exceeded the 26-week maximum in a single 12-month period, allowed to care for a seriously ill or injured covered military member, shall be returned to the same job or a job equivalent to the job they held prior to going on leave.

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

The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum 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 still have sick leave or vacation leave available.

Except in situations where the employee is unable to return to work because of the serious health condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the maximum

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.

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.

The County may send a Medical Certification to an employee who has been absent for 3 or more days to determine the employee's FMLA eligibility. The employee should have their physician complete and return the certification within 15 days of receipt to be eligible for FMLA. Failure to return the medical certification may result in denial of FMLA. Prior to returning to work employees will be required to provide certification from their treating physician that they have been released to full duty with no restrictions.