

**ROCKWALL COUNTY
EMPLOYEE POLICY
MANUAL**

Rockwall County Employee Policy Manual

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ROCKWALL COUNTY **NOTICE TO EMPLOYEES**

Rockwall County operates under the legal doctrine of “employment-at-will” and, within requirements of State and Federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason or no reason. These policies do not constitute an employment agreement between the County and any of its employees and in no way limit or restrict the at-will nature of employment. The County has the right to change these policies at any time, without prior notice to employees.

Each reference in these policies to the County means Rockwall County, Texas.

County officials and Department Heads may have additional policies governing their employees. Each employee is responsible for adhering to applicable departmental policies.

Any questions on this policy manual should be directed to the employee’s Department Head or the Human Resources Department.

ROCKWALL COUNTY **INTRODUCTION**

PURPOSE

The purpose of this manual is to provide uniform guidelines for all the employees of Rockwall County. These guidelines are intended to promote a high degree of understanding, cooperation, fairness, equity, and unity between the officials and employees of this County.

APPLICABILITY

The policies created in this manual are designed to apply to all employees and public officials in the service of Rockwall County. Regulations related to timekeeping measures for County employees shall not, however, apply to those individuals or areas of the job that are regulated by State statutes or other law. As such, these individuals or areas of the job shall not accrue vacation, sick, or personal time-off benefits during employment with the County and therefore will not receive pay for unused benefits upon resignation or termination.

The County Commissioners Court is the source of authority concerned with setting personnel objectives and issuing policy statements. The Elected Officials or Department Heads shall be responsible for the implementation of the policy statements.

SECTION A

ROCKWALL COUNTY POLICIES ON EMPLOYMENT

ROCKWALL COUNTY
POLICY ON EMPLOYMENT AT WILL

All employment with Rockwall County shall be considered “at will” employment.

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

Rockwall 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.

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

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

Rockwall County reserves the right to change the provisions of this manual at any time, with or without notice.

The provisions of this policy do not constitute an employment contract and do not create, vest, or entitle employees to any property rights in their employment.

ROCKWALL COUNTY
POLICY ON EMPLOYEE STATUS

Each County position has an employee status that identifies how the position is paid and how benefits are granted by Commissioners Court.

REGULAR FULL TIME

A regular full time employee shall be any employee in a position which has a normal continuing work schedule of at least 40 hours per week. Regular full time employees are eligible for all County benefits.

REGULAR PART TIME

A regular part time employee shall be any employee in a position which has a normal continuing work schedule of less than 40 hours per week. Regular part time employees may be eligible for limited County benefits as detailed in the Benefits Section of this Policy Manual. All regular part time employees shall be included in Texas County & District Retirement System (TCDRS) retirement regardless of the number of hours worked per week.

For purposes of determining eligibility under the Patient Protection Affordable Care Act (PPACA) for the group medical plan, including dental and vision, an employee must average 30 or more hours per week over a 12 month period.

TEMPORARY

A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration or until a specific project is completed. Normally temporary employment will not exceed six months. Temporary employees may have work schedules as assigned by their manager and may be full time or part time. Temporary employees are not entitled to any County benefits, except for purposes of determining eligibility under the Patient Protection Affordable Care Act (PPACA) for the group medical plan, including dental and vision, an employee must average 30 or more hours per week over a 12 month period.

EXEMPT/NON-EXEMPT

Employees may be non-exempt, hourly employees or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime compensation. Rockwall County makes exempt status determination based on the Fair Labor Standards Act.

ROCKWALL COUNTY
POLICY ON EMPLOYEE STATUS

POSITIONS REGULATED BY STATE STATUTES OR OTHER LAW

Unless otherwise stated in an individual policy, any reference in this Policy Manual related to individuals or areas of the job that are regulated by State statutes or other law refers to the following positions:

All Elected Officials
The County Auditor
Court Reporters
Assistant Criminal District Attorneys

AT WILL EMPLOYEES

All employees are considered to be “at will” employees, and employee status shall not be considered a contract of employment.

ROCKWALL COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

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

The County will not discriminate on the basis of race, color, religion, national origin, sex, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. An employee who needs an accommodation as a result of a condition or status protected by law should advise his/her Elected Official, Appointed Official, Department Head, or the Human Resources Department.

ROCKWALL COUNTY
POLICY ON AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT
(ADAAA)

Rockwall County is committed to the fair and equal employment of individuals with disabilities. It is Rockwall County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. 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. An employee who requires an accommodation should advise his/her Elected Official, Appointed Official, Department Head, or the Human Resources Department. Reasonable accommodation shall be determined through an interactive process of consultation.

It is the policy of Rockwall 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 he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported to his/her Elected Official, Appointed Official, Department Head or the Human Resources Department.

ROCKWALL COUNTY
POLICY ON EMPLOYMENT PROCESS

JOB OPENINGS/JOB POSTINGS

Job openings for regular full time and regular part time openings will generally be posted on the County website, www.rockwallcountytexas.com, as well as on selected bulletin boards. Although Rockwall County reserves its discretionary right not to post a particular opening, each job opening normally will be posted for a minimum of seven (7) working days. There may be some exceptions, such as intra-departmental reclassifications, reorganizations, etc. Also, if a similar job has been posted by the hiring department within the last 60 days, the department has the option of filling the position from the applicant pool generated in the original posting.

Postings can be external (for all applicants) or internal (for current County employees only). Most openings will be posted for all applicants; however, an Elected or Appointed Official may choose to post the job only for internal candidates initially. If so, only County employees will be considered. At any time the Elected or Appointed Official may open the posting to all applicants. In this case, the posting should be available to all applicants for a minimum of seven (7) working days.

Job postings can be listed as "Open Until Filled", but the minimum time for the posting should be seven (7) working days.

The Department Head or designee is responsible for getting the job posting details to the Human Resources Department. All job postings will be done by Human Resources.

The responsible official in conjunction with Human Resources may also choose to use additional avenues for publishing the opening, such as advertisement in local newspapers, listing on industry related websites, etc.

When qualifications are similar, preference may be given to internal candidates.

No offer of employment will be made until after the closing date of the posting.

APPLICATION PROCEDURE - CURRENT EMPLOYEES

Before an employee can be considered to be an applicant for a job opening with the County, he/she shall be required to complete a Rockwall County Application for Promotion or Transfer form (APT). Normally, employees will be expected to have completed six months of satisfactory performance in their current position before being considered for another position.

Rockwall County's APT form is available on line at www.rockwallcountytexas.com or from the County Human Resources Department. Prior to submittal, the form must be signed by both the employee and the employee's current supervisor.

In order to be considered for a job opening, the interested employee must turn in a completed APT form to Human Resources prior to the deadline for the job posting. Current employees may submit APT's for internal postings and external postings. APT's will be accepted only for current job openings.

ROCKWALL COUNTY
POLICY ON EMPLOYMENT PROCESS
(Continued)

APPLICATION PROCEDURE - EXTERNAL APPLICANTS

Before an individual not already employed with the County can be considered to be an applicant for employment with the County, he/she shall be required to complete a Rockwall County employment application. Applications will be accepted from outside candidates only when the job posting is designated as an external posting. External candidates can submit applications only when the posting is an external posting.

Copies of Rockwall County's employment applications are available on line at www.rockwallcountytexas.com or from the County Human Resources Department.

Applications for the Sheriff's Office should be turned in to the Rockwall County Law Enforcement Center. All other applications should be mailed or delivered to Human Resources. Applications received after the closing date and time of a job posting will not be considered for employment.

Applications will be accepted only for current job openings.

SELECTION OF SUCCESSFUL CANDIDATE

The Elected or Appointed Official, or his/her designee, shall be responsible for selecting the applicant who he/she feels best meets the qualifications for each job opening.

BACKGROUND INVESTIGATION AND DRUG TEST

Rockwall County conducts background investigations and pre-employment drug testing on all individuals who are offered a job with the County. Anyone extending an offer of employment to an individual on behalf of the County should include these words: "This offer of employment is contingent upon successful completion of a background investigation and drug test".

The applicant who has received this conditional offer of employment must sign a release form for the background investigation. Some departments in Rockwall County conduct extensive pre-employment background investigations due to the nature of their jobs. For other County departments, Human Resources will conduct the background investigation. The individual should not begin employment until successful background investigation and drug test results have been received.

PROCESSING

As soon as an offer of employment is accepted, the Human Resources Department shall be notified of who is hired, the proposed starting date, and pay rate. The Elected or Appointed Official or designee will arrange a time with Human Resources for new employee orientation. This orientation will normally be in the morning of the new employee's first day. The Elected or Appointed Official is responsible for ensuring that the new employee reports to Human Resources at the designated time so that new employee paperwork can be completed.

ROCKWALL COUNTY
POLICY ON EMPLOYMENT PROCESS
(Continued)

DISQUALIFICATION

Reasons for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to, the following:

- a. The applicant does not meet the minimum qualifications necessary to perform the duties of the position applied for;
- b. The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
- c. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process;
- d. The applicant is not legally permitted to hold the position; or
- e. The applicant does not successfully complete the drug test.

APPLICATION FOR PROMOTION OR TRANSFER (APT) FORM

Title of Job Applying for: _____ Job Posting Number: _____

Name of Applicant: _____ Present Job Title: _____

Date of Hire: _____ Time in Current Position: _____

Please consider me for the position indicated above. APT's submitted for a specific posted job opening will expire when the job has been filled.

Job title or description of type of work desired:

Education and/or special training:

Related Experience:

Special skills:

Other Qualifications:

Why do you desire this job or type of work?

Any additional information that you would like considered:

If you require any additional space for your responses, please attach a separate sheet.
Submit this APT per the Job Posting instructions. If you wish, a resume may be attached.

Signature of Applicant: _____ Date: _____

Supervisor's Name (print): _____

Supervisor's Signature: _____ Date: _____

ROCKWALL COUNTY
POLICY ON REHIRE OF FORMER EMPLOYEE

When a former employee of Rockwall County is rehired, the individual generally will be treated like any other new employee for the first year of reemployment for determining benefits, such as vacation, sick days, etc.

Exceptions are only if another policy or a plan document contradicts this rule. In that case the terms of that policy or the plan document would take precedence.

After the individual has been reemployed by the County for one year, total service time will count toward the determination of benefits due the employee. However, rehired employees are not entitled to any accruals accumulated prior to the break in service and will not receive credit for their prior length of service for longevity pay purposes.

ROCKWALL COUNTY
POLICY ON EMPLOYMENT OF RELATIVES (NEPOTISM)

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

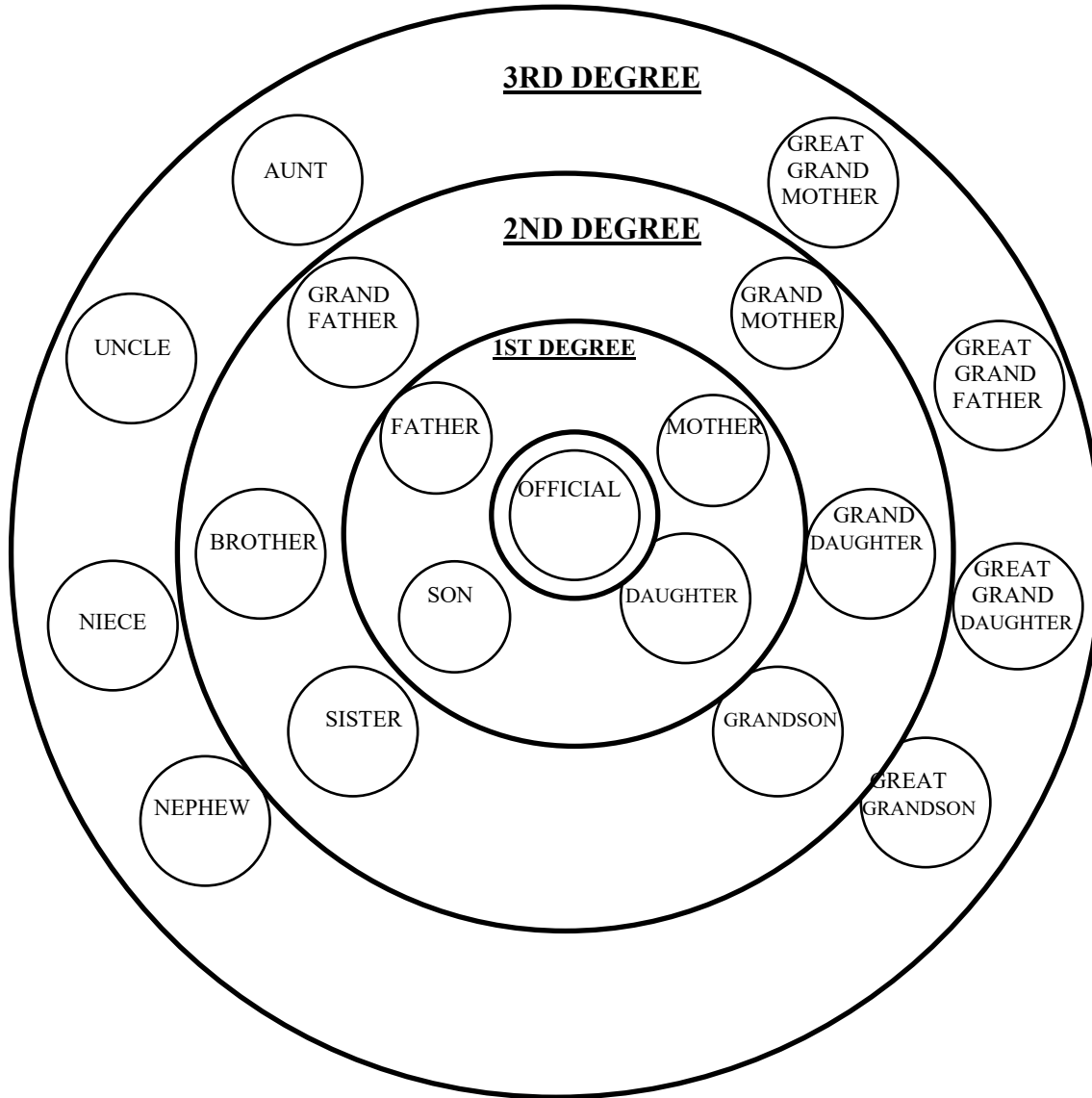
The civil law method, as approved by the Texas Legislature in 1991 to be effective in August of that year, shall be used for determining degree of relationship. (See the charts that follow at the end of this policy).

“Step” relationships will also be included in the restrictions detailed in this policy. (For example, a step son would be considered the same as a son).

In addition, no personnel action will be taken that would result in any employee supervising another employee who is related within the second degree of affinity or the third degree of consanguinity to the supervisory employee. Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, brother-in-law, sister-in-law, etc.) are also included in this prohibition.

If employees become related after employment as defined in the paragraphs above or if reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If after six months a transfer or other resolution has not been reached, the County may require one of the employees to resign. If neither employee is an Elected Official and neither chooses to resign, the employee with less time of continuous service with the County will be terminated.

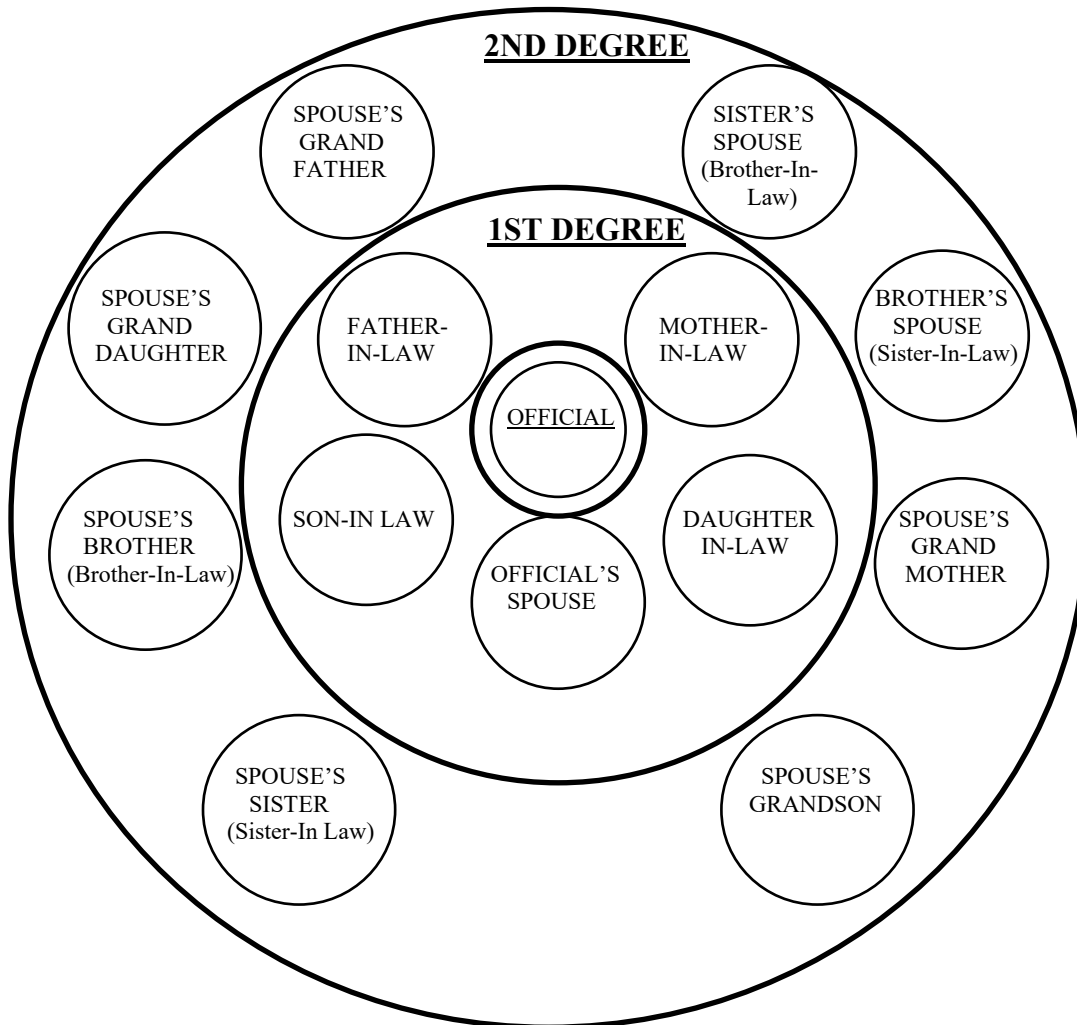
ROCKWALL COUNTY
POLICY ON EMPLOYMENT OF RELATIVES (NEPOTISM)
(Continued)



**Consanguinity Kinship Chart
(Blood)**

TEXAS NEPOTISM CHART
CIVIL LAW METHOD

ROCKWALL COUNTY
POLICY ON EMPLOYMENT OF RELATIVES (NEPOTISM)
(Continued)



**Affinity Kinship Chart
(Marriage)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

ROCKWALL COUNTY
POLICY ON LICENSES AND CERTIFICATIONS

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

Rockwall County will bear the expense of mandatory licenses and certifications.

ROCKWALL COUNTY
POLICY ON PERSONNEL FILES/RECORDS

The Rockwall County Human Resources Department will maintain all official employment related files, and when applicable, a separate medical file for each employee. Personnel and medical files are the property of Rockwall County and information contained within those files shall be maintained consistent with Federal, State and local government regulations.

Rockwall County requires employees to promptly notify the Human Resources Department of any change in name, home address, telephone number, or any other pertinent information.

Employees may review their personnel file, by making a written request to the Human Resources Department. Employees may inspect their own personnel records under the direct supervision of Human Resources, but may not remove documents in the file.

SECTION B

ROCKWALL COUNTY POLICIES ON EMPLOYEE BENEFITS

ROCKWALL COUNTY
POLICY ON HEALTH CARE PROGRAM

COMPREHENSIVE HEALTH CARE PLAN

All full-time employees of the County as defined by the Patient Protection Affordable Care Act (PPACA) become eligible for participation in the group medical insurance benefit, the County of Rockwall Comprehensive Health Care Program (the Plan) on the first day of the month following 30 days of employment provided the employee submits an enrollment form within thirty-one calendar days of his Eligibility Date and authorizes payroll deductions for any required contributions to the Plan.

The premium for coverage to be paid by the employee is set by Commissioners Court annually. Deductions for coverage of employees and dependents shall be made through payroll deduction from the employee's paycheck two (2) pay periods per month.

Coverage is detailed in the Plan Document of the County of Rockwall Comprehensive Health Care Program which is available on line at www.rockwallcountytexas.com (under "Insurance Plan Description") or in the County Human Resources Department.

Dental and vision benefits as detailed in the Plan Document are part of the County of Rockwall Comprehensive Health Care Program.

COBRA

Employees who leave the employment of Rockwall County or who lose their insurance eligibility may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If an employee is unable to return to work following Family and Medical Leave Act (FMLA), if eligible, they will be offered COBRA. Information on extension of benefits under COBRA is available in the County Human Resources Department and may be obtained during normal working hours. All eligible employees and qualified dependents will be provided with COBRA information within 14 days of their termination.

PLAN DOCUMENT GOVERNS

This policy statement is only a brief summary of certain provisions of the Rockwall County Health Care Program and does not constitute a plan document.

In the event of any conflict between the information contained in this policy and in the County's Plan Document, the Plan Document shall govern.

ROCKWALL COUNTY
POLICY ON LIFE INSURANCE/AD&D/LTD

COUNTY PAID

Subject to the same waiting period as the County of Rockwall Comprehensive Health Care Program, regular full time employees of the County shall be eligible for group life insurance through the Standard Life Insurance Company. The County-paid benefit provides regular full time employees with \$50,000 life insurance coverage and \$50,000 Accidental Death and Dismemberment (AD&D) coverage until age reductions apply per the Plan Document.

EMPLOYEE PAID

Life/AD&D

Additional life insurance and AD&D insurance for regular full time employees and their dependents may be purchased subject to the eligibility, requirements, and limitations of the Plan Document. All additional insurance coverage premiums are the responsibility of the employee. Age reductions also apply to employee-paid life insurance and AD&D insurance.

LTD

Long Term Disability (LTD) insurance for regular full time employees may be purchased subject to the eligibility, requirements, and limitations of the Plan Document. All LTD insurance coverage premiums are the responsibility of the employee. The employee may select a monthly benefit amount not to exceed 60% of his/her monthly earnings.

PLAN DOCUMENTS

The Life, AD&D and LTD insurance Plan Documents are available online at www.rockwallcountytexas.com or at the Human Resources Department.

PLAN DOCUMENTS GOVERN

This policy statement is only a brief summary of certain provisions of the Rockwall County Life, AD&D and LTD Plans and does not constitute a plan document.

In the event of any conflict between the information contained in this policy and in the County's Life, AD&D and LTD Plan Documents, the Plan Documents shall govern.

ROCKWALL COUNTY
POLICY ON VACATION

ELIGIBILITY

Regular full time employees shall be eligible for vacation benefits. However, those individuals or areas of the job that are regulated by State statutes or other law shall not accrue vacation during employment with the County.

Part time and temporary employees shall not be eligible for vacation benefits.

INITIAL ACCRUAL AND WAITING PERIOD

Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of six (6) months in such a position before being eligible to take any vacation. At the end of six (6) months, the employee will have accrued forty (40) hours vacation.

If an employee resigns, is discharged, or is terminated for any other reason before working six (6) months, the employee is not eligible for any vacation and will not be paid for any vacation.

At the end of the first twelve (12) months of employment in a position eligible to accrue vacation, the employee will have accrued a total of eighty (80) hours of vacation time less any vacation hours taken.

ACCRUAL AFTER TWELVE MONTHS OF EMPLOYMENT

Accrual of vacation after completion of the first twelve months of employment in a position eligible to accrue vacation shall be as detailed below. The hours listed under "Vacation Time" below represent the amount of vacation accumulated for the year if an employee remains in a position eligible to accrue vacation during that entire time.

<u>YEARS WORKED</u>	<u>VACATION TIME</u>
1 to 4 Years	80 Hours (Accrue 6.67 Hrs Monthly)
5 to 7 Years	96 Hours (Accrue 8 Hrs Monthly)
8 to 15 Years	120 Hours (Accrue 10 Hrs Monthly)
16 Years or more	160 Hours (Accrue 13.33 Hrs Monthly)

Vacation shall not accrue while an employee is on leave without pay.

MAXIMUM ACCRUAL

The maximum amount of unused vacation an employee shall be allowed to have at one time is his or her annual accrual plus eighty (80) hours. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until sufficient time has been used to bring the balance below the maximum allowed under this policy.

ROCKWALL COUNTY
POLICY ON VACATION
(Continued)

Accrual over the maximum may be allowed if:

- a. an employee is unable to take vacation because of the needs of the County,
- b. the employee's supervisor prepares a request for accrual above the maximum explaining why the employee was unable to take vacation; and
- c. the request is approved by the Commissioners Court.

SCHEDULING VACATION

Scheduling of vacation time will be with the approval of the employee's Department Head or designee. Vacation requests should be made in advance and may be denied due to the business needs of the department.

TIME REPORTING

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

Each exempt employee shall only report whole day absences for vacation time by submitting a paper time sheet to the County Treasurer's Office.

Regulations related to timekeeping measures for County employees shall not apply to those individuals or areas of the job that are regulated by State statutes or other law.

BORROWING

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.

PAY IN LIEU OF VACATION

Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

HOLIDAY DURING VACATION

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

ROCKWALL COUNTY
POLICY ON VACATION
(Continued)

ILLNESS OR INJURY DURING VACATION

Absence during a scheduled vacation must be charged as vacation. Illness or injury while on vacation is a risk assumed by the employee and cannot be charged as sick leave. If the illness continues beyond the period scheduled for vacation, the additional time off may be charged as sick leave with doctor's statement.

PAY AT TERMINATION

If an employee has worked for at least six (6) months 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 accrued vacation up to the maximum allowed under this policy.

ROCKWALL COUNTY
POLICY ON HOLIDAYS

ELIGIBILITY

All regular full time employees shall be eligible for the paid holiday benefit. Regular part time employees with a continuous employment date prior to October 1, 2011, who are normally scheduled to work 20 or more hours per week, will be eligible for four (4) hours of holiday pay.

A regular part time employee hired on or after October 1, 2011, will not be eligible for holiday pay.

HOLIDAYS

The County holidays for the following calendar year shall be set annually by the County Commissioners Court.

An employee will not receive any holiday time nor holiday pay while on leave without pay.

HOLIDAY DURING VACATION

If a paid holiday occurs during the vacation of an eligible employee, that day shall not be charged against the employees vacation balance.

HOLIDAY ON DAY OFF

If a paid holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following ninety (90) days. If the postponed holiday is not taken within the next ninety (90) days, it is forfeited.

When a holiday falls on a law enforcement officer, detention officer or dispatcher's day off or on a day scheduled to work, they will be paid for eight (8) hours holiday pay. Upon approval of supervisor, instead of receiving holiday pay, the employee may take a day off later for the holiday, but it must be used within ninety (90) days or forfeited.

EMERGENCIES OR COUNTY NEEDS

An eligible employee who works on a holiday because of an emergency or other need of the County, shall be given paid time off during the next ninety (90) days equivalent to the amount of time worked on the holiday. Work on a holiday must be approved by a departmental supervisor.

SPECIAL OBSERVANCES

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

ROCKWALL COUNTY
POLICY ON HOLIDAYS
(Continued)

Determination of time off granted under Special Observances shall be made by the supervisor of the department in which the employee works, based on the needs of the department. Vacation, compensatory time, or personal time may be used if time off is granted.

APPROVAL OF DAYS TAKEN LATER

Each day off taken later under this Policy on Holidays must be scheduled and approved by a departmental supervisor. It is the responsibility of the employee to take the day within ninety (90) days of the Holiday and the responsibility of the employee's supervisor to ensure that this time off is taken.

ROCKWALL COUNTY
POLICY ON PERSONAL DAYS

Rockwall County recognizes that from time to time employees have personal business that must be attended to during normal working hours.

REGULAR FULL TIME EMPLOYEES

All regular full time employees shall be eligible for 2 days (16 hours) personal time after 12 months of continuous employment. These hours must be taken by the end of that calendar year. If an employee reaches his/her 12 month anniversary during the month of December, that employee may schedule their personal time off anytime during the month of December subject to the supervisor's approval.

Each regular full time employee shall be allotted 2 days (16 hours) personal time on January 1 of each subsequent calendar year.

REGULAR PART TIME EMPLOYEES

Regular part time employees with a continuous employment date prior to October 1, 2011, who are normally scheduled to work 20 hours or more shall be eligible for 1 day (8 hours) personal time after 12 months of employment. These hours must be taken by the end of that calendar year. If an employee reaches his/her 12 month anniversary during the month of December, that employee may schedule their personal time off anytime during the month of December subject to the supervisor's approval.

Each regular part time employee with a continuous employment date prior to October 1, 2011, who is normally scheduled to work 20 hours or more each week shall be allotted 1 day (8 hours) personal time on January 1 of each subsequent calendar year.

A regular part time employee hired on or after October 1, 2011, will not be eligible for paid personal time.

REQUIREMENTS

Use of personal time must be approved by the employee's supervisor prior to actual use.

Personal time shall not be carried over into the next calendar year, and employees shall not be paid for unused personal time.

Employees are responsible for monitoring their own personal time used.

TEMPORARY EMPLOYEES

Temporary employees are not eligible for personal time.

ROCKWALL COUNTY
POLICY ON SICK LEAVE

ELIGIBILITY

Only regular full time employees shall be eligible for the paid sick leave benefit.

Each eligible employee shall accrue sick leave at a rate of 6.67 hours per month.

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. An employee is not eligible to take any sick leave until after three (3) months of employment in such a position.

Sick leave shall not accrue while an employee is on leave without pay.

MAXIMUM ACCRUAL

The maximum amount of unused sick leave an employee shall be allowed to have at any time is 240 hours.

USE OF SICK LEAVE

Sick leave may be used for the following purposes:

- a. Illness or injury of the employee;
- b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals; or
- c. To attend to the illness or injury of a member of employee's immediate family. For purposes of this policy, immediate family shall be defined as the employee's
 1. Spouse;
 2. Child;
 3. Parent; or
 4. Other relative living in the employee's home who is dependent on the employee for care.

Sick leave may not be used for any reason not addressed in this policy.

NOTIFICATION

When sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

When use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave within fifteen (15) minutes of the employee's normal time to begin work, when practical.

When it is not practical to notify the supervisor within fifteen (15) minutes of the normal starting time, the employee should notify his/her supervisor as soon as is reasonably practicable.

ROCKWALL COUNTY
POLICY ON SICK LEAVE
(Continued)

If an issue may cause the employee to miss more than one (1) day of work, the employee should notify his/her supervisor of the anticipated length of absence.

DOCUMENTATION

If an employee uses 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.

BORROWING

An employee shall not be allowed to borrow sick leave against future accruals.

PAY AT TERMINATION

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

ROCKWALL COUNTY
POLICY ON FMLA/MFLA

The Federal Family & Medical Leave Act of 1993 (FMLA) as amended in 2009 requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Family and Medical Leave), as well as the Military Family Leave entitlements (MFLA) described in this policy. The required forms for FMLA/MFLA may be obtained from the County Human Resources Department.

ELIGIBILITY

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

- a. have worked for Rockwall 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
- b. have worked at least 1250 hours during the previous 12 months.

LEAVE

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

- a. the birth of a child and in order to care for that child;
- b. the placement of a child in the employee's home for adoption or foster care;
- c. to care for a spouse, child, or parent with a serious health condition;
- d. the serious health condition of the employee that makes the employee unable to perform the essential functions of their job;
- e. 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;
- f. to care for a covered service member (Regular, Reserve or National Guard) with a serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest blood relative) of the service member; or
- g. to care for a covered veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

SERIOUS HEALTH CONDITION

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. 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:
 1. treatment two or more times within 30 days of incapacity, or
 2. 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;
- b. any period of incapacity due to pregnancy or pre-natal care;
- c. 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;
- d. any period of incapacity which is permanent or long term due to a condition that treatment is not effective;
- e. any period of incapacity or absence to receive multiple treatments by a health care provider.

EXIGENCY LEAVE - MILITARY

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:

- a. 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. An eligible employee may take up to 7 days beginning on the date the covered military member receives the call or order to active duty;
- b. 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;

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

- c. leave may be taken to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status in a foreign country of a covered military member;
- d. 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;
- e. 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;
- f. leave may be taken to act as the covered military member's representative before a governmental agency for obtaining, arranging or appealing military service benefits while the covered military member is on active duty or call to active duty status in a foreign country and for a period of 90 days following the termination of the covered member's active duty status;
- g. 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;
- h. leave may be taken to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) days of leave for each instance of rest and recuperation;
- i. 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;
- j. 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;
- k. 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
- l. 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.

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

UP TO 12 WEEKS 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.

CARE FOR A COVERED SERVICE MEMBER OR COVERED VETERAN WITH A SERIOUS INJURY OR ILLNESS

An eligible employee is entitled up to 26 workweeks of leave to care for a covered service member or covered veteran with a serious injury or illness during a single 12-month period:

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

HUSBAND AND WIFE EMPLOYED WITH COUNTY

If a husband and wife 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 injury or illness.

USE OF PAID LEAVE

If an employee has accrued leave, the employee shall be required to use the paid leave (such as compensatory time, vacation and sick) as detailed below. The remainder of the leave shall be unpaid.

A. Serious Health Condition

An employee taking leave because of their own serious health condition, or the serious health condition of an eligible family member shall be required to first use paid sick leave, then earned compensatory time, vacation and any other paid leave, with the remainder of the 12 week leave period being unpaid leave.

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

B. Birth of Child

An employee taking leave for the birth of a child shall be required to use first paid sick leave, then earned compensatory time, vacation and any other paid leave for the recovery period after the birth of the child and prior to being on unpaid leave.

C. After the Recovery Period from Birth of a Child

After the recovery period from giving birth to a child, the employee shall be required to first use all earned compensatory time, then vacation and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

D. Adoption or Foster Care

An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to first use all earned compensatory time, then vacation and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

E. Qualifying Exigency for a Covered Military Member

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

F. Care of a Covered Service Member or Covered Veteran

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

MAXIMUM AMOUNT OF LEAVE

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.

INSURANCE CONTRIBUTIONS

While on leave under this policy, the County shall continue to make its normal contribution for the employee's Health Care insurance coverage at the same rate as if the employee had been

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

actively at work. The employee shall be required to make his/her normal contribution for Health Care coverage and for any other insurance 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.

COBRA

At the end of the 12 weeks leave all eligible employees will be offered COBRA if they are unable to return to work, except for the care of an injured covered military member where the eligible employee will be offered COBRA at the end of 26 weeks in a single 12 month period.

INTERMITTENT LEAVE OR REDUCED WORK SCHEDULE

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 time 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.

CERTIFICATION FOR LEAVE

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.

The County may send out to an employee who has been out for 3 or more days a Medical Certification to determine the employees FMLA eligibility. The employee should have their physician complete and return the certification within 15 days of receipt to be eligible for FMLA. Failure to return the medical certification may result in denial of FMLA.

The County may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided.

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

- a. Certification of the **serious health condition of the employee** shall include:
1. the date the condition began;
 2. its expected duration;
 3. the diagnosis of the condition;
 4. a brief statement of the treatment; and
 5. a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.
- b. Certification of the **serious health condition of an eligible family member** shall include:
1. the date the condition began;
 2. its expected duration;
 3. the diagnosis of the condition;
 4. a brief statement of treatment; and
 5. a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
- c. Certification for leave taken because of a **qualifying exigency** shall include:
1. 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;
 2. the dates of the covered military member's active duty service;
 3. a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave;
 4. the approximate date on which the qualifying exigency will start and end;
 5. if the request is for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; and
 6. 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.
- d. Certification for leave taken for a **serious injury or illness of a covered military member or covered veteran** shall include:
1. if the injury or illness was incurred in the line of duty while on active duty;
 2. the approximate date on which the illness or injury occurred and the probable duration;
 3. a description of the medical facts regarding the covered military members or covered veterans health condition, sufficient to support the need for care;

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

4. 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;
5. the relationship of the employee and the covered military service member or covered veteran; or
6. in lieu of certification, an ITO (invitational travel orders) or an ITA (invitational travel authorizations) issued is sufficient certification for an 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.

SECOND AND THIRD OPINION

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 certifications, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUEST FOR LEAVE

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

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

RETURN TO WORK

An employee who is taking leave because of their own serious health condition will be required to provide a Fitness-for-Duty certification prior to returning to work.

ROCKWALL COUNTY
POLICY ON FMLA/MFLA
(Continued)

Employees returning from leave under this policy who have not exceeded the 12 week maximum allowed under this policy shall be returned to the same job or a job equivalent to that the employee held prior to going on leave. 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.

If 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 medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the maximum 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.

LEAVE WITHOUT PAY

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

FMLA BASIC REQUIREMENTS AND REGULATIONS

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.

ROCKWALL COUNTY
POLICY ON SICK LEAVE POOL

PURPOSE

The purpose of this policy is to provide a Sick Leave Policy which will enable eligible County employees to voluntarily transfer sick leave time earned by the employee to the County sick leave pool and to permit employees to draw time from the pool in the event of **catastrophic** injury or illness.

DEFINITIONS

- a. **Eligible employees** are those employees who have completed one year of continuous County employment in a regular full time position (that is eligible to earn sick leave) immediately preceding the request for time from the Sick Leave Pool.
- b. **Catastrophic illness or injury** is one that prevents an employee from performing the functions of his/her job for an extended period of time.

Examples of qualifying catastrophic illnesses/injuries generally considered include, but are not limited to:

1. Stroke with residual paralysis or weakness.
2. Incapacitating heart attack.
3. Major surgery (hysterectomy, mastectomy, heart bypass, prostate).
4. Cancer.
5. Hepatitis.
6. Broken hip.
7. Car wreck requiring hospitalization.

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

1. Broken limb.
2. Cold/allergy.
3. Minor surgery with no complications such as appendectomy, tonsillectomy or day surgery.
4. Pregnancy with minor or no complications.

- c. **Administrator** means the person designated by the Commissioners Court to administer the County's sick leave pool. Duties include record keeping, communicating with employees concerning general questions and ensuring proper administration under the policy.

ROCKWALL COUNTY
POLICY ON SICK LEAVE POOL
(Continued)

PROCEDURES

Eligible employees may contribute not less than one day nor more than three days of their accrued sick leave in one fiscal year. The contribution of sick leave to the pool is strictly voluntary.

An employee who contributes to the pool may not stipulate who is to receive the contributions.

An eligible employee wishing to use sick time from the pool will submit a request in writing to Human Resources stating the reasons in detail why he/she needs the time. The employee must have exhausted all earned time off including sick, vacation, holiday, personal and compensatory time. It must be the catastrophic illness/injury of the employee and not a family member in order to use time from the pool.

An eligible employee may not receive sick leave pool time in an amount that exceeds the lesser of ninety (90) days or one-third of the total sick leave in the pool.

An employee need not make a contribution to the sick leave pool to be eligible to apply for sick leave benefits.

An eligible employee may use sick leave from the pool if he/she contributed sick leave to the pool and then exhausted his/her sick leave balance in the same fiscal year. Such employee may receive only the number of hours he/she contributed to the pool that fiscal year unless they suffer a catastrophic illness or injury.

An employee who uses sick leave from the pool is not required to pay it back.

An employee may contribute to the pool at the time of separation from the County.

The estate of a deceased employee is not entitled to any payment for unused sick leave contributed to or acquired by that employee from the County sick leave pool.

APPROVAL OF SICK LEAVE FROM SICK LEAVE POOL

A committee of five, appointed by the Commissioner's Court shall review all requests for use of sick leave from the sick leave pool to determine if that employee and the reasons given qualify. The committee will make the final decision to approve or deny the requests. They will take into consideration any past sick leave abuse that is evident. Employees will be notified in writing as to the committee's approval or denial.

ROCKWALL COUNTY
POLICY ON DEPARTMENT HEADS/EXEMPT TIME OFF

The "Rockwall County Policy on Vacation", the "Rockwall County Policy on Sick Leave", and the "Rockwall County Policy on Personal Days" apply to all Department Heads and other exempt employees unless otherwise regulated by State statutes or other law.

These employees will only submit time sheets to report absences other than holidays, and time off will only be reported for whole day absences.

ROCKWALL COUNTY
POLICY ON FUNERAL LEAVE

FAMILY FUNERAL LEAVE

Regular full time employees shall be allowed up to three (3) days leave with pay for a death in the immediate family.

For purposes of this policy, immediate family shall include the employee's spouse, child, parent, grandparent, grandchild, brother, sister, brother's wife, or sister's husband. Immediate family shall also include the employee's spouse's child, parent, grandparent, grandchild, brother, sister, sister's husband, or brother's wife.

OTHER FUNERAL LEAVE

At the discretion of the Department Head, regular full time employees may be allowed time off with pay, up to a maximum of four (4) hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend. Other funeral leave is not to exceed eight (8) hours per calendar year.

ADDITIONAL TIME OFF

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

TIMEKEEPING

All eligible funeral leave will be shown as funeral leave on the employee's time sheet.

ROCKWALL COUNTY
POLICY ON JURY DUTY/COURT DUTY

JURY DUTY

Regular full time employees 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.

Regular part time employees with a continuous service date prior to October 1, 2011, 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.

Regular part time employees hired on or after October 1, 2011, will not be eligible for paid time off.

Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.

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

An employee must notify his/her supervisor as soon as reasonably practical if a jury summons is received.

COURT DUTY

An employee who is subpoenaed or ordered to attend court to appear as a witness on behalf of the County or to testify in some official capacity on behalf of the County shall be entitled to regular pay for such period as his/her court attendance may require.

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

An employee must notify his/her supervisor as soon as reasonably practical if he/she will be absent from work due to Court attendance.

ROCKWALL COUNTY
POLICY ON MILITARY LEAVE

A Rockwall County employee who is a member of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per fiscal year with pay to attend authorized training sessions and exercises. The fifteen (15) day paid military leave shall apply to the Federal Fiscal year. An employee may carry over to the following calendar year any unused military leave not to exceed a total of forty-five (45) days. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule. An employee may use vacation, earned compensatory time, other available paid leave except for sick leave, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the maximum paid military leave.

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

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

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

ROCKWALL COUNTY
POLICY ON RETIREMENT

All regular full time and regular part time employees shall be eligible for the retirement benefit through the Texas County and District Retirement System (TCDRS). Temporary employees will not be eligible for retirement benefits.

CONTRIBUTIONS

Eligible employees shall make contributions to the retirement program through a system of payroll deduction. The current contribution required is 7% of the employee's gross wages.

Rockwall County shall make a contribution to each eligible employees retirement account equal to or greater than the contribution required by the employee. The County's current matching rate is 200% of the employee's contribution.

INFORMATION

Information on the retirement program may be obtained at the County Human Resources Department or by calling TCDRS at 800-823-7782 during normal working hours for those offices, or at the TCDRS website, www.tcdrs.org .

VESTING FOR RETIREMENT

An employee must have eight (8) years of service credit to be vested in the Rockwall County Plan.

RETIREMENT ELIGIBILITY

Once an employee is vested, he/she is eligible to apply for a retirement benefit if he/she meets one of the following requirements:

- a. Thirty (30) years service credit at any age,
- b. Eight (8) years of service credit at age sixty (60), or
- c. Combined age plus years of service equals seventy-five (75) or more.

RETIREE HEALTH INSURANCE

A retiree is eligible for health insurance made available by Rockwall County if the retiree meets all of the following criteria:

- a. is an active regular full-time employee in the calendar month of TCDRS retirement date. (An employee retiring may utilize vacation, personal time and/or compensatory time after their last day worked to keep them on the payroll until the end of the calendar month in which he/she retires with TCDRS.)
- b. must be an active participant in the retirement plan,

ROCKWALL COUNTY
POLICY ON RETIREMENT
(Continued)

- c. is an active participant in the Rockwall County Comprehensive Health Care Program in the calendar month of TCDRS retirement date,
- d. has at least eight (8) years of employment with Rockwall County,
- e. enrolls in the retiree health insurance when first eligible.

Eligible dependents may also be covered under the County of Rockwall Comprehensive Healthcare Program. Dependents must meet eligibility requirements of the Plan Document.

Retirees and dependents who are under 65 are eligible for coverage under the County of Rockwall Comprehensive Health Care Program. Premium rates, set annually by the County, are not the same as employee rates.

Retirees and dependents that are 65 and older are eligible for coverage under the Texas Association of Counties retiree coverage that is available through Rockwall County.

Current premium rates for the above plans are available from the County Human Resources Department.

If the retiree or dependent ceases to be covered by the health insurance made available by the County, he/she will not be eligible to re-enroll in the plan at any time in the future.

INSURANCE STIPEND

A retiree is eligible for a monthly retiree insurance stipend paid by the County if the retiree meets all of the following criteria:

- a. is an active regular full-time employee in the calendar month of TCDRS retirement date (An employee retiring may utilize vacation, personal time, and/or compensatory time after their last day worked to keep them on the payroll until the end of the calendar month in which he/she retires with TCDRS),
- b. must be an active participant in the retirement plan,
- c. is an active participant in the County of Rockwall Comprehensive Health Care Program in the calendar month of TCDRS retirement date, and
- d. has at least eight (8) years of employment with Rockwall County.

This monthly stipend, if any, is approved annually by the Commissioners Court. Currently the stipend is \$300 per month.

POST-RETIREMENT EMPLOYMENT

For retirees who seek re-employment with Rockwall County, the County can rehire retirees after a bona fide separation of employment without a suspension in their monthly annuity. A bona fide separation means that there was no prior agreement or understanding between the employer and the employee that the individual would be rehired after retirement.

ROCKWALL COUNTY
POLICY ON RETIREMENT
(Continued)

A retiree who resumes employment with Rockwall County must have had a break in service of at least one full calendar month (TCDRS requirement) and must have a bona fide separation.

Any Rockwall County department or office considering hiring a retiree should first consult with the Human Resources Department.

A retiree resuming employment with Rockwall County who does not have a break in service of at least one full calendar month, is considered not to have retired from the system. Thus, the employee's service retirement annuity will be discontinued, and the individual must return any retirement payments received.

Any retiree who is rehired consistent with this policy will establish a new membership with TCDRS and will be considered to be a new member for the purposes of beneficiary determination and benefit selections; however, this retiree's new membership will be vested immediately.

PLAN DOCUMENT GOVERNS

This policy statement is only a brief summary of certain provisions of the Rockwall County TCDRS Plan and does not constitute a plan document.

In the event of any conflict between the information contained in this policy and in the County's TCDRS Plan Document, the Plan Document shall govern.

ROCKWALL COUNTY
POLICY ON SOCIAL SECURITY/MEDICARE

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

Contributions to this program shall be made by deductions from each employee's pay check in accordance with the requirements of this program.

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

ROCKWALL COUNTY
POLICY ON WORKERS' COMPENSATION

All Rockwall County employees are covered by workers' compensation insurance while on duty for the County. Workers' compensation insurance pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of his/her job.

By law, during an Elected or Appointed Official's term of office, certain law enforcement personnel will receive full salary continuation.

Employees may use paid leave (sick, vacation, compensatory time, personal days, etc.) for all time off less than 8 calendar days.

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 injuries or illnesses.

Employees may use paid leave for up to 30 calendar days to supplement their Temporary Income Benefits (TIBS) to equal their gross pay received prior to the injury.

NOTIFICATION REQUIREMENTS

Any employee who suffers a job related illness or injury shall be required to notify his/her supervisor as soon as possible. A First Report of Injury form (DWC1) must be completed, signed, and forwarded to the Human Resources Department for processing. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

The supervisor is required to notify the Human Resources Department when the injured employee returns to work. An employee who has lost time because of a work related accident or illness shall be required to provide a release from the attending physician before being allowed to return to work. The release shall include whether or not the employee can return to full time/part time status, with or without restrictions.

ADVERSE EFFECT

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.

OUTSIDE WORK

An employee may not perform any outside work or engage in any extra duty employment on the same calendar days that he fails to report to work due to workers' compensation illness or injury.

FMLA

An employee who is placed on workers' compensation leave may fall under the Family Medical Leave Act (FMLA). Rockwall County runs FMLA and workers' compensation concurrently.

ROCKWALL COUNTY
POLICY ON LONGEVITY PAY

ELIGIBILITY

Elected Officials and regular full time employees with five or more years of continuous service shall receive longevity pay. Also, regular part time employees with a continuous service date prior to October 1, 2011, with five or more years of continuous service shall receive longevity pay. Regular part time employees hired on or after October 1, 2011, will not be eligible for longevity pay.

CALCULATION METHOD

Longevity pay shall be based upon the following formula:

Elected and regular full time employees

- a. From five to nine full years of continuous service - \$120 per year for each full year
- b. Ten or more full years of continuous service - \$180 per year for each full year
- c. Employees who become regular full time employees on or after October 1, 2013, will not have part time nor temporary service counted for longevity purposes.
- d. The annual maximum for longevity pay will be \$3,500 or the longevity pay amount calculated on October 1, 2013, whichever is higher.

Regular part time employees with a continuous service date prior to October 1, 2011, will receive \$60 for each full year of continuous service.

The Commissioners Court may from time to time revise the dollar amounts applicable. At any time, the Commissioners may choose to change or discontinue longevity pay.

ELIGIBILITY DATE

Eligibility is determined as of October 1 of each fiscal year. The number of years applicable for longevity credit is calculated by determining the employee's complete years of service as of the October 1 eligibility date of the fiscal year. Fractional years will not be considered.

Longevity pay will be paid in one lump sum on the first Monday in December.

Should separation from County employment for any reason except for cause, occur before the date of payment of longevity pay, the employee shall be paid the longevity pay due as provided above.

ROCKWALL COUNTY
POLICY ON PERSONAL LEAVE OF ABSENCE

Regular full time employees may request a personal leave of absence up to a maximum of 90 calendar days. Personal leaves of absence may include reasons such as continuing education, extended bereavement, or other personal matters. Personal leaves of absence are granted solely at the discretion of the Elected Official, Appointed Official or Department Head. Subject to any applicable legal restrictions, factors such as performance, responsibility level, length of service, reason for the request, and the County's business needs, may be considered.

Regular part time employees and temporary employees are not eligible for a personal leave of absence.

NOTIFICATION REQUIREMENTS

As soon as the employee becomes aware of the need for a leave of absence, it is his/her responsibility to provide the request in writing to the Department Head. The request should include the reason for the leave of absence and anticipated beginning and end dates.

STATUS UPDATE REQUIREMENTS

While on approved leave of absence, the employee must give updates (status, anticipated return date, and continued intent to return to work) to the employee's supervisor or Department Head at least every fifteen (15) days, unless instructed otherwise by the Department Head.

USE OF PAID LEAVE

A personal leave of absence, regardless of reason, requires the use of all applicable accrued paid leave to minimize the impact on both the County and the employee. Once all paid leave is exhausted, all remaining time off will be unpaid.

GROUP INSURANCE BENEFITS DURING UNPAID LEAVE

Unless otherwise stated in the policies, group insurance coverage will not be interrupted for a personal leave of absence scheduled for thirty (30) days or less, beginning and ending in the same calendar month. For any other personal leave, employees may continue the County of Rockwall Comprehensive Healthcare Program, but they are responsible for the entire premium, which includes both their portion and the County portion. The employee must pay for the premium on the first of each month. Lack of payment will result in insurance termination and the employee will become eligible for COBRA.

ACCRUAL OF PAID LEAVE

An employee on an unpaid personal leave of absence does not accrue any paid leave.

RETURN TO WORK NOT GUARANTEED

Return to work from a personal leave of absence is not guaranteed and is subject to current business conditions and an appropriate job opening.

ROCKWALL COUNTY
POLICY ON PERSONAL LEAVE OF ABSENCE
(Continued)

VOLUNTARY TERMINATION

If an employee accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of his/her leave, it will be considered that the employee has voluntarily terminated employment with the County.

ROCKWALL COUNTY
POLICY ON ADMINISTRATIVE LEAVE

Elected Officials or Department Heads at their discretion may place an employee on Administrative Leave with or without pay depending on the reason for the leave.

Administrative Leave with pay may not exceed 80 hours without prior approval of Commissioners Court.

SECTION C

ROCKWALL COUNTY POLICIES ON PAY PRACTICES

ROCKWALL COUNTY
POLICY ON PAYROLL GUIDELINES

Time sheets form the basis of processing payroll and maintaining the County's financial records associated with accrued paid time off benefit obligations, such as sick time and vacation time.

NON-EXEMPT EMPLOYEES

All non-exempt employees (those subject to earning compensatory time/overtime) are required to fill out a time sheet (either paper or electronic) for each pay period showing the daily hours worked.

EXEMPT EMPLOYEES

An exempt employee will only report whole day absences (other than holidays) by submitting a paper time sheet to the County Treasurer's Office.

Regulations related to timekeeping measures for County employees shall not apply to those individuals or areas of the job that are regulated by State statutes or other law.

PERSONNEL CHANGE FORM

All personnel changes that affect payroll are to be communicated to the Treasurer's Office via the "County of Rockwall Personnel Change Form" (PCN) available from Human Resources. The form is to be delivered to Human Resources no later than noon on Thursday prior to the end of the pay period for which the change is effective. Failure to meet this deadline may result in delay of the applicable change.

PAYROLL ADVANCES

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

ROCKWALL COUNTY
POLICY ON PAY PERIODS AND TIME SHEETS

PAY PERIOD

The pay period for the County shall be every two weeks commencing on a Sunday and ending on Saturday two weeks later. The payday associated with the bi-weekly pay period generally falls on the Friday following the end of the pay period.

If a payday falls on a holiday, paychecks shall be issued on the last workday immediately preceding the holiday.

TIME SHEETS-NON-EXEMPT

The following points must be considered when filling out a time sheet by a non-exempt employee:

- a. Employees must record their total hours for each workday. Each employee must sign his/her time sheet stating that it is correct. Absences must be recorded on the time sheet and be charged to appropriate paid leave accounts. If a paid leave balance is not available, then any absence must be entered as LWOP (leave without pay);
- b. Employees are not permitted to begin work before their normal starting time or to continue work after their normal quitting time without the prior approval of their supervisor;
- c. Employees are required to take scheduled lunch breaks. Lunch breaks may be altered occasionally, with the supervisor's permission;
- d. Employee's time sheets will be scrutinized by the Supervisor/Department Head and verified as correct by his/her signature;
- e. Time sheets (signed by both the employee and supervisor) must be turned in to the Treasurer on the day designated or the employee faces the possibility of not being paid until the next pay period;
- f. The filling out of another employee's time sheet without prior authorization or falsifying the time sheet will be grounds for discipline up to and including discharge and the individual may face prosecution for falsifying a government record.

TIME SHEETS-EXEMPT

The following rules apply to time sheets for exempt employees:

- a. If paid time off (funeral for an immediate family member, personal, sick, vacation, etc.) was taken during the pay period, eight (8) hours is to be entered on the date for each day of absence in the applicable category. Only whole day absences are required to be reported;
- b. When needed to report absences, exempt employees will sign and submit the completed time sheet to the Department Head for approval. If the employee is also the Department Head and there is not a designated official to approve the time sheet, he/she shall sign the time sheet as both the employee and the approving authority;
- c. The approved time sheet should be submitted to the County Treasurer's Office.

ROCKWALL COUNTY
POLICY ON PAY PERIODS AND TIME SHEETS
(Continued)

Regulations related to timekeeping measures for County employees shall not apply to those individuals or areas of the job that are regulated by State statutes or other law.

RETENTION

Time sheets will be retained by the County Treasurer for (3) three years and are subject to audit by various County, State and Federal Agencies.

ROCKWALL COUNTY
POLICY ON PAYROLL DEDUCTIONS

REQUIRED DEDUCTIONS

Deductions shall be made from each employee's paycheck for federal withholding, Social Security, Medicare, and any other deductions required by law.

RETIREMENT

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

OPTIONAL DEDUCTIONS

Any optional deduction authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.

No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Treasurer's Office.

ROCKWALL COUNTY
POLICY ON WORK SCHEDULE AND WORK WEEK

WORK SCHEDULE

Each department will determine work schedules for its employees.

EXCEPTIONS

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

WORKDAY

The workday for the County shall begin at 12:01 am each day and end twenty-four (24) consecutive hours later.

WORK WEEK

For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for the County shall begin at 12:01 a.m. on each Sunday and end seven (7) consecutive days later.

ROCKWALL COUNTY
POLICY ON HOURS WORKED AND OVERTIME

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.

Deputies and Detention officers are compensated for all hours worked in a work period up to the amount designated by the County, which is currently 80 hours.

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

Part time employees will be paid on an hourly basis.

OVERTIME

Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA.

Overtime for law enforcement employees shall include all time actually worked for the County in excess of eighty (80) hours in a pay period.

Non-law enforcement overtime shall include all time actually worked for the County in excess of forty (40) hours in any work week.

Only hours actually worked shall be counted in determining if overtime has been worked in any work week (or pay period for law enforcement). Time off includes hours for vacation, sick time, compensatory time, personal days, holiday, funeral, jury duty, unpaid time off, etc. These time off hours are not considered hours actually worked.

Except in emergency situations, an employee shall be required to have authorization from his/her supervisor before working overtime.

Employees may be called upon to work on their day off or for more hours than their regular shift due to emergencies or other needs as determined by the supervisor.

ROCKWALL COUNTY
POLICY ON OVERTIME COMPENSATION

POLICY APPLICATION

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

OVERTIME COMPENSATION

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

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

MAXIMUM COMPENSATORY TIME

The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is forty (40) hours.

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

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 must be scheduled with the employee's supervisor.

TERMINATION

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

BUY BACK OF COMP TIME

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

RECORD KEEPING

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

The Treasurer shall be responsible for keeping records of all reported compensatory time earned and used by each eligible County employee.

ROCKWALL COUNTY
POLICY ON OVERTIME COMPENSATION
(Continued)

OTHER ISSUES

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

ROCKWALL COUNTY
POLICY ON ASSIGNING AND REPORTING SHIFT DIFFERENTIAL

This policy applies to Detention Officers, Jail Corporals, Jail Sergeants, Jail Nurse LVNs, and Communication Officers who are assigned to shift work, whether such assignment is for “Day”, “Evening” or “Night” shifts.

PERSONNEL CHANGE FORM FOR SHIFT DIFFERENTIAL

Personnel who are assigned to work a newly assigned shift on a scheduled basis must have a Personnel Change Form (PCN) processed through Human Resources. The PCN should be filled out to include the specific shift assignment, and the applicable percentage shift differential to be paid.

A Communications Officer may be temporarily assigned to a different shift for a period of time not to exceed 15 days. If the shift differential is higher, the Communications Officer will be paid shift differential for those days based on the temporarily assigned shift. A temporary shift assignment does not require a PCN, but will be noted on the time sheet when it is approved and sent to the Treasurer’s Office.

SHIFT DIFFERENTIAL PERCENTAGES

Personnel assigned to other than a “Day” shift will receive a salary differential for time worked as well as for paid time off.

- a. Employees assigned to the 8 hour “Evening” shift will receive a 5% shift differential.
- b. Employees assigned to the 8 hour “Night” shift will receive a 10% differential.
- c. Employees assigned to the 12 hour “Night” shift will receive a 7.5% differential.

TIME SHEETS

An employee who is scheduled to work other than a “Day” shift and who has a PCN on file need only enter time as worked or paid time off in the appropriate category; e.g., holiday, vacation, comp taken, sick, etc. on the time sheet. The payroll system will pay the appropriate shift differential based upon the PCN.

ROCKWALL COUNTY
POLICY ON ASSIGNING AND REPORTING SHIFT DIFFERENTIAL
(Continued)

OVERTIME

The overtime rate will include the amount applicable to shift differential.

Enforcement and Detention Officers must have time actually worked in excess of 80 hours in a pay period before overtime is paid.

Communication Officers and Jail Nurse LVN's must have time actually worked in excess of 40 hours in a work week before overtime is paid.

An employee who has enough time actually worked to receive overtime pay and who is:

- a. normally scheduled to work an 8 hour "Evening" shift, will be paid the overtime rate for an "Evening" shift for any extra overtime hours worked.
- b. normally scheduled to work an 8 or 12 hour "Night" shift will be paid the overtime rate for a "Night" shift for any extra overtime hours.
- c. an employee who works a "double" shift will be paid the applicable overtime rate as determined by his/her normal shift with no additional shift differential applicable.
For example: a person normally scheduled to work the "Evening" shift, but required to continue and work the "Night" shift will be paid overtime for the "Evening" shift including the "Evening" shift differential for the extra eight hours.

ROCKWALL COUNTY
POLICY ON EDUCATION INCENTIVE PROGRAM

The purpose of the Education Incentive Program is to encourage officers and employees to improve their level of certification and education.

LAW ENFORCEMENT EMPLOYEES

ELIGIBILITY AND QUALIFICATION

Employees eligible for the Education Incentive Program are Sheriff's sworn Deputies, licensed Detention Officers, Court Deputies, and full time District Attorney's Investigators.

TCOLE certifications fall under the Guidelines of the Texas Commission on Law Enforcement, Rule 221.3 and Rule 221.5.

To qualify, an officer must have achieved an incentive goal and presented documentation of certification and/or degree.

Only employees whose names have been submitted during the budget process for the next fiscal year will be awarded education incentive for that fiscal year.

PAYMENT

The total amount expended each year for the Education Incentive Program shall not exceed the amount budgeted for that fiscal year.

Incentive Award Amounts currently are:

Intermediate TCOLE Certification	\$300 annually
Advanced TCOLE Certification	\$600 annually
Master TCOLE Certification	\$900 annually
Associate's Degree	\$300 annually
Bachelor's Degree	\$600 annually

The incentive pay will be paid at a recurring pro-rated monthly amount to be paid in the first pay period of each month.

ROCKWALL COUNTY
POLICY ON EDUCATION INCENTIVE PROGRAM
(Continued)

NON – LAW ENFORCEMENT EMPLOYEES

ELIGIBILITY AND QUALIFICATION

Employees eligible for the Education Incentive Program are all full time Rockwall County employees.

To qualify, an employee must have achieved an incentive goal and presented documentation of certification and/or degree.

Only employees whose names have been submitted during the budget process for the next fiscal year will be awarded education incentive for that fiscal year.

PAYMENT

The total amount expended each year for the Education Incentive Program shall not exceed the amount budgeted for that fiscal year.

Incentive Award Amounts currently are:

For all eligible employees in all departments where a degree is not job required:

Associate's Degree	\$300 annually
Bachelor's Degree	\$600 annually

Only awarded to employees in department specified:

<u>District & County Court at Law</u>	
Court Management Program Certification	\$300 annually

Elections:

CERA / CERV / CEM Certification	\$300 annually
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Indigent Health

Community Health Worker Certification	\$300 annually
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ROCKWALL COUNTY
POLICY ON EDUCATION INCENTIVE PROGRAM
(Continued)

The incentive pay will be paid at a recurring pro-rated monthly amount to be paid in the first pay period of each month.

PERSONNEL CHANGE FORM FOR EDUCATION INCENTIVE

When an employee first becomes eligible to receive an education incentive or qualifies for an additional education incentive amount, the Elected Official/Department Head will prepare, sign, and forward to Human Resources a Personnel Change Form (PCN) designating the reason and amount of the education incentive.

When an employee no longer qualifies for an education incentive amount, the Elected Official/Department Head will prepare, sign, and forward to Human Resources a Personnel Change Form (PCN) indicating that the education incentive amount will no longer be paid.

ROCKWALL COUNTY
POLICY ON “SPECIAL ASSIGNMENT” DESIGNATION AND PAY

In rare circumstances, an Elected Official/Department Head may feel that an employee should receive additional pay due to performing incremental “Special Assignment” duties in addition to his/her “normal” responsibilities. When this is the case, the process to be utilized is as follows:

- a. The preferred time to submit such a request is during preparation of the next fiscal year’s budget.
- b. The request, approved by the Elected Official/Department Head, should be submitted in writing, including the amount of incentive recommended, to the County Auditor, County Treasurer, Human Resources Director and the members of the Commissioners Court, including the County Judge. The request should include the scope, amount of work involved, special skills, and any other factors that should be considered in justifying that the role is indeed a “Special Assignment”.
- c. The County Auditor, County Treasurer and Human Resources Director will analyze the request under prevailing County policies, governing laws and budgetary allowances, and present their individual assessments to the Commissioners Court.
- d. In order for the employee to receive additional pay, the request must be approved by the Commissioners Court.
- e. After Commissioners Court approval the Elected Official/Department Head will submit a Personnel Change Form (PCN) to Human Resources to begin the “Special Assignment” pay.
- f. The employee will only receive the additional pay as long as he/she continues to perform the “Special Assignment” duties. At the time the employee ceases to perform the “Special Assignment” duties, the Elected Official/Department Head will submit a PCN to Human Resources to end the “Special Assignment” pay.

SECTION D

ROCKWALL COUNTY POLICIES ON WORK RULES AND EMPLOYEE RESPONSIBILITIES

ROCKWALL COUNTY
POLICY ON ATTENDANCE

Rockwall County employees shall be punctual and demonstrate consistent attendance. It is each employees responsibility to report to work on time, work shifts as scheduled, and leave at scheduled times.

Employees shall report to work on each day they are scheduled to work at the starting time set by their supervisor unless:

- a. prior approval for absence is given by the employee's supervisor; or
- b. 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 or will be absent, they must notify their supervisor as soon as possible prior to the scheduled start time or as soon as it is reasonably practicable in the case of an emergency.

Each employee shall remain on the job until the end of the normal workday established by the supervisor unless permission to leave is given by the supervisor.

Absences or tardiness may make an employee subject to disciplinary measures, up to and including termination of employment.

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

ROCKWALL COUNTY
POLICY ON INCLEMENT WEATHER CLOSINGS/EMERGENCIES

As a general practice, Rockwall County does not close unless the County Judge initiates the closing of County offices due to inclement weather conditions or other emergencies.

The County Judge will notify the following entities for a public announcement, which will also be considered to be notification to employees:

Fox-Channel 4
NBC-Channel 5
ABC-Channel 8
CBS-Channel 11

When all County offices are closed, an announcement will usually be posted on the Rockwall County website.

Many County departments are continuously operating public safety and service departments. Many County employees will be required to work during emergency closings. Each Elected/Appointed Official or other Department Head is responsible for designating such employees.

When a countywide closing is not initiated, Elected and Appointed Officials retain the authority to make a determination for their own employees when weather conditions are so severe that it is unsafe for employees to travel from their residences to their assigned work stations. Elected and Appointed Officials are those Department Heads that have taken the oath and statement in accordance with Article XVI, §1 of the Texas Constitution.

ROCKWALL COUNTY
POLICY ON RULES OF CONDUCT

It is impossible to create a list of all activities that could be considered illegal or contrary to good business practices. The prohibited activities listed below are not intended to be all inclusive, but to serve as examples. Employees are also prohibited from any other similarly serious actions. Any act or omission which is contrary to this policy may lead to disciplinary action, up to and including termination.

PROHIBITED ACTIVITIES

Rockwall County employees are prohibited from doing the following:

- a. Willfully causing damage to or removing County property without authorization or wasting public supplies through negligence or willful misconduct;
- b. Committing an act of violence on County premises;
- c. Engaging in an action which causes you to be convicted of a criminal offense involving moral turpitude. The word "convicted" means a finding of guilt by either the judge or jury without regard to subsequent disposition of the case by suspension of sentence, probation, and deferred adjudication or otherwise. The word "moral turpitude" means any act of baseness, vileness or depravity; or any act done with deception, or through corrupt motives, or as defined by State law and/or decisions made under State law;
- d. Being dishonest; lying about or concealing a material fact concerning a matter under investigation and /or relating to public services under the employee's responsibility;
- e. Engaging in any conduct unbecoming an employee of the County while performing job duties;
- f. Repeatedly being tardy or absent; being absent without legitimate cause, or failing to inform your supervisor of absence within a reasonable time period;
- g. Refusing to work as directed, willful neglect of duty, malingering, or shirking of duties;
- h. Being at work while under the influence of drugs or alcohol;
- i. Falsifying employment applications, time sheets, and/or accounting, personnel, or other records, including the omission of pertinent data;
- j. Willfully violating or disregarding safety, health, fire, security or employment regulations, signs, and notices;
- k. Divulging information which the employee has been told is confidential and not to be shared with others;
- l. Permitting another person to substitute or falsely use an employee's official badge or identification card;

ROCKWALL COUNTY
POLICY ON RULES OF CONDUCT
(Continued)

- m. Possessing a firearm, on the employee's person, or in his/her desk, file cabinet, locker, or personal belongings maintained on County premises, unless authorized or required by statute;
- n. Attempting to undermine or discredit an Elected Official, Department Head, and/or Supervisor;
- o. Engaging in any behavior meant to or which has the effect of intimidating or humiliating another individual; this would include bullying, gossiping, harassment, and verbal abuse;
- p. Engaging in horseplay;
- q. Holding financial interests that are in conflict with the conscientious performance of their official duties and responsibilities except to the extent permitted by Texas statutes;
- r. Engaging in any financial transaction in order to further any private interest using non public information which they obtain in the course of their work as a County official or employee;
- s. Using their public offices for private gain;
- t. Engaging in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities;
- u. Making any unauthorized commitments or promises of any kind purporting to bind the County or any of its components;
- v. Sexual harassment.

EXPECTED BEHAVIOR

Rockwall County employees shall:

- a. Act impartially and not give preferential treatment to any private or public organization or individual;
- b. Protect and conserve public property and use it for only authorized activities;
- c. Promptly disclose waste, fraud, abuse, and corruption to appropriate authorities;
- d. Adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age or disability;
- e. Avoid actions that would create the appearance that they are violating the law or the ethical standards of the Texas Ethics Commission;
- f. Dress appropriately based on the guidelines set by the County and the particular department in which they work.

ROCKWALL COUNTY
POLICY ON RULES OF CONDUCT
(Continued)

OFF-DUTY CONDUCT

Occasionally there are problems that involve employee conduct which may not be directly related to on-the-job activities. This conduct may affect an employee's ability to perform his/her job, a co-worker's confidence in our ability to work with this employee, or the public trust in the ability of the County or an employee to carry out the County's responsibilities. Also, an employee shall not engage in any personal conduct or act that, if brought to the attention of the public, could result in justified unfavorable criticism of himself/herself or the County. In these cases, the County may suspend the employee for an indefinite period of time pending the outcome of any investigation. Depending on the results of the investigation, the employee may be reinstated, terminated, or otherwise disciplined.

ROCKWALL COUNTY
POLICY ON HARASSMENT

Rockwall County is committed to a workplace free of harassment. Harassment is a form of misconduct which undermines the integrity of the employment relationship. Harassment includes unlawful, unwelcome words, bullying, acts or displays based on sex, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when:

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

Harassment is strictly prohibited by Rockwall County whether committed by an Elected Official, Appointed Official, Department Head, co-worker or non-employee with whom the County does business.

Elected Officials, Appointed Officials, Department Heads, and others in management positions are responsible for taking action against acts of harassment by persons they supervise.

Prevention is the most effective tool for eliminating harassment and the County encourages employee support in its efforts to address and prevent harassment in the workplace. In this regard, it is the responsibility of all employees to make sure their supervisor or Department Head/Elected Official is advised immediately of suspected or observed harassment so that corrective action can be taken.

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

Every reported complaint will be investigated 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 Official, Appointed Official or Department Head 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 the Human Resources Department.

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

ROCKWALL COUNTY
POLICY ON SEXUAL HARASSMENT

Sexual harassment is strictly prohibited by Rockwall County, whether committed by Elected Official, Appointed Official, Department Head, co-worker or an individual the County does business with. It is the policy of Rockwall 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, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where:

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

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

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

Employees who feel they have been sexually harassed or subjected to illegal retaliation should immediately report the situation to the Elected Official, Appointed Official or Department Head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment or retaliation to the department head may not be the best course of action, the report should be made to the Human Resources Department.

The employee should adhere to the following procedures for handling sexual harassment complaints:

EMPLOYEE

- a. When practical, confront the offending individual and ask them to stop the unwanted behavior.
- b. Record the time, place and specifics of each incident, including any witnesses.
- c. Report continuing sexual harassment to the Elected Official, Appointed Official, or Department Head who is responsible for your department.

ROCKWALL COUNTY
POLICY ON SEXUAL HARASSMENT
(Continued)

- d. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the Human Resources Director.

COUNTY

- a. In all circumstances, whenever an incident of sexual harassment has been observed or reported to a supervisor, the supervisor should notify the Human Resources Director immediately, before taking action or commencing an investigation.
- b. 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.
- c. The Human Resources Director shall assist with the investigation and report all findings and recommendations on resolving the complaint to the Commissioners Court, the Department Head/Elected Official, or the District Attorney as appropriate.
- d. If a thorough investigation reveals that unlawful sexual harassment has occurred, Rockwall County will take effective remedial action in accordance with the circumstances, up to and including termination.
- e. 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.

ROCKWALL COUNTY
POLICY ON DRUGS AND ALCOHOL

Rockwall County is a drug and alcohol free workplace. All County employees are required to report to work in appropriate physical and mental condition. It is the intent of the County to provide a drug-free, healthy, safe, and secure work environment.

This policy shall apply to all employees of Rockwall County regardless of rank or position and shall include temporary and part-time employees.

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

The unlawful manufacture distribution, dispensing, possession, sale, purchase, or use of a controlled substance or drug paraphernalia on County property or while conducting County business away from the County is strictly prohibited.

Employees may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County. The unauthorized possession or use of prescription or over-the-counter drugs while on County property or while on duty for the County is strictly prohibited. Employees 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 taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with the safe and effective performance of his or her job duties.

If the use of a medication could compromise an employee's ability to do his or her job or the safety of the employee, fellow employees or the public, the employee must report the condition to his or her supervisor immediately.

Any information concerning prescription medications being used by an employee, and any other medical information of which the supervisor becomes aware, shall be treated as confidential information. Prescription medications used at work are to be kept in their original container.

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

Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals. Information on benefits provided for treatment of alcohol and drug problems through the County's medical insurance program is available in the Comprehensive Healthcare Program Plan Document or from the Human Resources Department.

The County may conduct pre-employment, reasonable suspicion and post-accident drug testing.

ROCKWALL COUNTY
POLICY ON DRUGS AND ALCOHOL
(Continued)

COMMERCIAL DRIVER LICENSED EMPLOYEES (CDL)

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

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

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

ROCKWALL COUNTY
POLICY ON VIOLENCE IN THE WORKPLACE

Rockwall County will not tolerate workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the County. It is the intent of this policy to ensure that the County provides a workplace that is free from intimidation, threats, or violent acts.

Rockwall County will not tolerate violence committed by or against employees or other individuals while on County premises, County-owned property or County work sites.

County employees are prohibited from carrying or using any weapon, with or without a concealed handgun license, in County buildings or in County vehicles, or while conducting County business with the exception of duly authorized and commissioned Peace Officers and Detention Transport Officers.

Possession of any weapon on County-owned property for historical, educational, or ceremonial purposes must receive prior approval from the Commissioner's Court.

DEFINITION

- a. **Workplace Violence** - includes, but is not limited to, harassment, threats, physical attack, or property damage.
- b. **Threat** - the expression of intent to cause physical or mental harm, regardless of whether the person communicating the threat has the present ability to carry out the threat, and regardless of whether the threat is contingent, conditional, or future.
- c. **Physical Attack** - unwanted or hostile physical contact with another person, such as hitting, fighting, pushing, shoving, or throwing objects.
- d. **Property Damage** - intentional damage to another person's or entity's property.

PROHIBITED ACTIONS AND PENALTIES

It is a violation of this policy to engage in any act of violence in this workplace. In addition to the definitions listed above, other examples of violence may include, but are not limited to:

- a. Teasing and practical jokes that cause anger or humiliation;
- b. Intimidation or bullying;
- c. Angry outbursts;
- d. Verbal abuse, name-calling, or obscene language;
- e. Threats (verbal, written or motioned);
- f. Harassment (general, racial, or sexual);
- g. Theft, vandalism, or sabotage;
- h. Throwing or breaking objects;
- i. Romantic obsessions and stalking;
- j. Sexual assault or rape; or
- k. Unauthorized possession and use of weapons

ROCKWALL COUNTY
POLICY ON VIOLENCE IN THE WORKPLACE
(Continued)

RESPONSIBILITY

It is the responsibility of every employee to be alert to the possibility of violence in the workplace. Workplace safety is a major concern for all employees; therefore, employees must refrain from acts of violence and seek assistance to resolve personal issues which may lead to acts of violence in the workplace.

All employees should be encouraged to openly communicate with each other, and to be aware of any unusual activity that may be an indicator of potential violence.

Threats or acts of violence that require immediate or emergency action should be reported to 911.

REPORTING THREATS

Any incident of violent behavior, whether committed by a County employee or an external individual such as a customer, vendor, or citizen, must be reported to departmental management. Employees have a "duty to warn" management of any suspicious workplace activity or situations or incidents that they observe, or that they are aware of, that involve other employees, former employees, or the public.

If the individual to be reported is an Elected Official, then it should be reported to the County Judge, Sheriff, and/or Human Resources.

Any employee who violates this policy will be subject to disciplinary action up to and including termination and/or legal action, as appropriate.

ROCKWALL COUNTY
POLICY ON EMPLOYEE DISCIPLINE

To assure that Rockwall County business is conducted properly and efficiently, employees must conform to certain standards of work performance, conduct, attendance, and other work rules and regulations. The Rockwall County discipline policy applies to matters of conduct as well as an employee's performance. Although Department Heads/Elected Officials are encouraged to follow these progressive disciplinary procedures, every employee is employed at the will of the Department Head/Elected Official or other governing entity, such as the Commissioners Court or the Board of Judges, and may be terminated at any time with or without reason or notice. Department Heads/Elected Officials may, in their discretion terminate an employee or otherwise discipline an employee without following the procedures described below, and may institute other disciplinary procedures to govern their respective departments.

The Rockwall County discipline policy applies to regular full time employees who have completed six (6) months of service.

The procedure for the employee discipline is as follows:

STEP ONE: ORAL REMINDER

The supervisor will meet with the employee to discuss the performance problem or violation of County standards of conduct, rules, policies or practices.

The employee will be informed that he/she is receiving an oral reminder and is being placed in step one of the discipline procedure.

The supervisor will discuss the problem/violation and expected behavior with the employee.

The conversation will be documented for the supervisor's file.

Step one will remain in effect for six (6) months, unless the employee is advanced to a more serious step of discipline or terminated prior to that time.

STEP TWO: WRITTEN REMINDER

If, in the six month period of step one discipline, the employee's performance does not improve, or the employee violates County standards of conduct, rules, policies or practices, the supervisor will discuss the problem with the employee.

The employee will be informed that he/she is receiving a written reminder and is being placed in step two of the discipline procedure.

The supervisor will discuss the problem/violation and expected behavior with the employee.

The conversation will be documented, and a copy of the written reminder will be given to the employee.

Step two will remain in effect for twelve (12) months, unless the employee is advanced to a more serious step of discipline or terminated prior to that time.

ROCKWALL COUNTY
POLICY ON EMPLOYEE DISCIPLINE
(Continued)

STEP THREE: DECISION-MAKING TIME

If the employee's performance does not improve in the twelve month period following a written reminder, or another violation of County standards of conduct, rules, policies or practices occurs, the employee may be placed in step three of the discipline procedure.

The supervisor will discuss the problem/violation and expected behavior with the employee.

After the discussion, the supervisor will tell the employee to decide whether he/she is willing to conform to the County's standards of conduct, rules, practices, policies and performance expectations. The employee may agree immediately or may take overnight to reach a decision.

If the employee's decision is to return to work and abide by the County's standards of conduct, rules, practices, policies and performance expectations, the supervisor will write a letter to the employee confirming the employee's commitment and the consequences of failure to keep the commitment. The employee will sign the letter indicating his/her commitment.

If the employee is unwilling to make such a commitment and sign the letter, the employee may resign or be placed under crisis suspension (see below). This will lead to termination in all but the most unusual cases.

Step three will remain in effect for at least twelve (12) months, unless the employee is terminated prior to that time.

TIMING FOR ADVANCEMENT IN THE PROCESS

If circumstances are deemed appropriate, the employee may be advanced at any time to a more serious step of this discipline procedure including termination.

DEACTIVATION

If no further problems/violations occur, the discipline will be formally deactivated at the end of the appropriate time period.

DOCUMENTATION

The step two written reminder, the step three decision-making letter, and the deactivation notice for either of these two steps will be placed and remain in the employee file in Human Resources.

ROCKWALL COUNTY
POLICY ON EMPLOYEE DISCIPLINE
(Continued)

CRISIS SUSPENSION

An employee committing an action listed below, or any other similarly serious action, may be suspended with no oral or written warning and may be terminated or otherwise disciplined:

- a. Theft,
- b. Violation of County Rules of Conduct,
- c. Falsification of County records,
- d. Threat of, or the act of doing bodily harm,
- e. Willful or negligent destruction of property,
- f. Conflict of interest,
- g. Refusal to perform assigned work or to follow a direct order,
- h. Violation of the County's policy on use, and/or possession of intoxicants, drugs, and narcotics,
- i. Failure to be truthful or misrepresenting information during a County investigation,
- j. Neglect of duty, or
- k. Failure to follow Safety Practices.

Suspension or demotion shall mean the removal of an employee from his or her duties with or without pay for a time set by the Department Head/Elected Official, but no more than 30 days, or placing an employee in a position of lesser responsibility, where available. A suspension may be paid or unpaid, in the discretion of the relevant Department Head/Elected Official. A suspension or demotion may be the last opportunity for an employee to improve his or her performance prior to termination.

ROCKWALL COUNTY
POLICY ON GRIEVANCES

Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor and put it in writing within five (5) days of the action causing the grievance.

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 within five (5) days from the discussion with the immediate supervisor.

The Elected or Appointed Official should notify and forward a copy of the grievance to Human Resources as soon as possible when a grievance is filed.

The decision of the Elected or Appointed Official with final responsibility for the employee's department shall be final in all grievances.

The employee may request an informal hearing from the Commissioners' Court in either closed or open session. This step allows the employee to voice his or her grievance to a wider audience but no decision or comment will be made by the Court.

ROCKWALL COUNTY
POLICY ON COUNTY PROPERTY

Each Rockwall County employee shall be responsible for the care, maintenance, proper use, and upkeep of any County equipment or property assigned to him/her. County employees shall only use equipment, tools, and County property that they are authorized to use. Personal use of County equipment, supplies, tools, and any other County property is not permitted.

SEARCHES

While it is Rockwall County's desire not to interfere with an employee's privacy, Rockwall County reserves the right to search without permission or notice County-owned property within the employee's control or possession including an employee's desk, work area, locker, cabinet, vehicle, computer, cell phone, or any other County-owned equipment or property.

PROPERTY DAMAGE/THEFT

In the event of County property damage or theft, if appropriate, the employee or Official shall notify police for an official police report.

The employee or Official shall notify Human Resources/Risk Management within one (1) business day of the incident.

If appropriate, Human Resources/Risk Management will handle any notifications for insurance claim purposes.

Human Resources/Risk Management may advise an employee or official to obtain an estimate of property damage/loss including replacement costs.

Employee or Official shall make a written statement of circumstances surrounding damage/loss to Human Resources/Risk Management

LICENSES

A County employee who operates any County equipment, which requires a license, shall be required to have a current active license for that equipment any time he/she operates it.

Any employee who operates equipment, which requires a license for legal operation, shall notify his or her supervisor of any change in the status of that license.

An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.

ROCKWALL COUNTY
POLICY ON COUNTY PROPERTY
(Continued)

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 insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ROCKWALL COUNTY
POLICY ON CELL PHONE USAGE-COUNTY/PERSONAL

COUNTY CELL PHONES

Rockwall County provides cell phones to designated employees for conducting County business efficiently and effectively. The assignment of a cellular phone shall not be considered a benefit to County employees, but a necessary tool to be used for the benefit of the County.

Employees shall make every effort to restrict the use of County issued cell phones to official County business and personal telephone calls should be kept to an absolute minimum. Cell phone call records and text/media messaging transcripts may be subject to search under County Policy D.10. County phone records and cell phone records may be subject to the Public Information Act.

Rockwall County may discipline employees for using County cell phones in a manner that is not consistent with Rockwall County business or for any improper use or purpose.

Reasonable precautions should also be made to prevent theft or vandalism to County cell phones.

Rockwall County follows all rules and regulations set forth by the IRS regarding use and taxation of County cell phones.

GENERAL

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

Personal phone calls should be kept to a minimum.

Rockwall County strongly discourages the use of any cell phones while operating any vehicle.

ROCKWALL COUNTY
POLICY ON COUNTY VEHICLES

County vehicles are provided to certain County officials and employees to conduct County business and efficiently carry out their assigned duties.

Any employee violating this policy may be subject to disciplinary action up to and including termination.

The Rockwall County Vehicle Use Policy regulates the use of County-owned vehicles and the use of privately owned vehicles on official County business.

GENERAL USE

It is the responsibility of the Commissioners Court to establish a policy that is functional for the entire County. It is the responsibility of the Elected Officials and Department Heads to ensure that the policy is followed and enforced. It is the responsibility and obligation of the employee to follow the rules established to minimize County exposure to accidents and damage to County property.

Rockwall County may provide a County vehicle to a County employee to use for County business. County-owned vehicles will be issued at the discretion of the Department Head or designated staff member. A County vehicle is County property and a County employee assigned to a County vehicle (operator) must follow all rules and regulations of the County and of their individual departments. The operator will be expected to display prudent behavior when operating and maintaining an assigned County vehicle or a privately owned vehicle used in the conduct of official County business. Furthermore the operator must abide by all applicable State law and Federal law.

- a. Operators of County-owned vehicles must maintain a valid State of Texas driver's license.
- b. All operators of County-owned vehicles are to report any moving violations while driving a County-owned vehicle to their Department Head and/or the County's Risk Manager (Human Resources Department) immediately. In the event the operator does not have a superior then the operator shall report to the County's Risk Manager. Any operator whose license is suspended or revoked must notify his supervisor and/or County's Risk Manager immediately and cease operating the assigned County-owned vehicle.
- c. The County may inquire periodically on the driving record of each operator who has driving responsibilities in vehicles owned by Rockwall County.
- d. All operators' assigned County-owned vehicles are responsible for maintaining the entire vehicle in a clean condition and will ensure the vehicle receives preventative maintenance, including vehicle inspections and registration. If there is evidence of damage to the vehicle, the operator will make a written report to their immediate supervisor and/or to the County's Risk Manager. Any vehicle found to be unsafe will not be driven.

ROCKWALL COUNTY
POLICY ON COUNTY VEHICLES
(Continued)

- e. Excluding law enforcement officers, all operators of County-owned vehicles shall not transport unauthorized individuals at any time. Authorized personnel may be transported only with the explicit authorization of the employee's supervisor. Operators are not permitted to transport family members, friends or neighbors except during a state of imminent danger. Hitchhikers are not permitted to ride in County-owned vehicles.
- f. No operator or passenger is permitted to use tobacco products in a County-owned vehicle. Nor are alcoholic beverages permitted in County-owned vehicles at any time. Law enforcement personnel may transport alcoholic beverages or drugs that have been lawfully confiscated.
- g. Operators are required to secure all equipment that may be in a County-owned vehicle while left unattended. If there is a question about what would be considered "reasonable precaution" regarding unattended equipment, employees should consult their immediate supervisor. All parked vehicles shall be locked at all times and parked in well-lighted areas when possible. The internal policy of the Rockwall County Sheriff's Office regarding the security of County-owned vehicles assigned to said department, shall supersede this paragraph when applicable.
- h. Excluding law enforcement officers, all County-owned vehicles will not leave the County except on County business. Operators will obtain permission from their immediate supervisor before taking the vehicle out of the County.
- i. County law enforcement personnel deemed "on-call" may take their County-owned vehicles home overnight, if authorized by the County Sheriff's Office. The County-owned vehicle will only be used to transport the employee from his home to his duty station; then back to his home. Personal use, other than de minimis use of the vehicle is prohibited. Refer to Section F on De Minimis Transportation Benefits.

COMMUTING VALUE RULE

Pursuant to Publication 15-B, Employer's Tax Guide to Fringe Benefits 2010, personal use of a County-owned vehicle is considered a taxable fringe benefit to an employee, unless the personal use is excludable because it is a de minimis benefit or qualifies as a non-personal use vehicle.

Personal use includes commuting to and from work in a County-owned vehicle, even if the vehicle is taken home for the convenience of the employer and is required by the employer. The value of the fringe benefit must be included in wages and is subject to income, Social Security and Medicare tax withholding. The taxable value of the personal use of a County-owned vehicle provided to the employee may be calculated by using the "commuting value rule" unless the employee is an Elected Official. The commuting value rule is an amount of \$3.00 per day or \$1.50 per one-way commute (home to work or work to home).

However, certain County-owned vehicles qualify as non-personal use and are considered a working condition fringe benefit. This value can be excluded from employee income. The following are qualified non-personal use vehicles:

- a. Clearly marked police, fire and public safety officer vehicles. The vehicle is clearly marked if "through a painted insignia or words it is readily apparent the vehicle is a police or fire vehicle." Government license plates do not satisfy this requirement.

ROCKWALL COUNTY
POLICY ON COUNTY VEHICLES
(Continued)

1. The employee must always be on call.
 2. The employee must be required to use the vehicle for commuting.
 3. Personal use of the vehicle is prohibited, other than commuting, outside the assigned jurisdiction.
 4. The employee must be a full-time law enforcement officer authorized to carry firearms, execute warrants, and make arrests or the employee must be a full-time fire fighter.
- b. Unmarked vehicles used by law enforcement officers.
1. The employer is a governmental entity responsible for crime investigation or crime prevention.
 2. The employee is a full-time law enforcement officer authorized to carry a firearm, execute search warrants and make arrests.
- c. An ambulance or hearse used for its specific purpose.
- d. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- e. Delivery trucks with seating for the driver only, or driver plus a folding jump seat.
- f. A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
- g. School buses.
- h. Tractors and other special purpose farm vehicles.

Law enforcement “always on call” means a law enforcement officer that is expected to respond to an after shift call (dispatch) to report to duty at a location other than the regular work site. The law enforcement officer has no prior knowledge of when a call to duty may occur, what the call to duty may involve, nor the reporting location of the call to duty. Employees who are asked to stay late, return early or are called in to their normal work station, when they are off duty, to assist with a problem at work are working a modified shift schedule or are working overtime. These events do not qualify the employees as “always on call”.

DISTRICT ATTORNEY

District Attorney’s office issued County-owned vehicles are considered a law enforcement tool but will not be assigned to an employee for commuting purposes. It is recognized and accepted that normal wear will occur during the working use of the vehicle. It is recognized that operation of vehicles in a law enforcement setting raises the possibility of accident, theft, criminal mischief, etc. At no time will any County-owned vehicle operated by the District Attorney’s office be defined as an “authorized emergency vehicle”. All incidents and accidents shall be reported directly to the County’s Risk Manager.

MULTI OPERATORS

County-owned vehicles that are for assigned use by numerous County employees should be inspected prior to operation to insure that it is safe to drive by each operator. This is to include the headlights, turn signals, brakes and brake lights, windshield wipers, horn, steering, tire pressure and any other feature which may affect the safe operation of a vehicle. When a vehicle is considered to be unsafe, or in need of repair it will be immediately reported to an operator’s supervisor. Safety belts shall be worn at all times by the driver and all passengers.

ROCKWALL COUNTY
POLICY ON COUNTY VEHICLES
(Continued)

PRIVATE VEHICLE USE

Certain County employees, authorized by their Department Head or designee, are eligible to use their privately-owned vehicle in the conduct of official County business when the duties of that position requires use of a vehicle and a County-owned vehicle is unavailable, not assigned or inappropriate. Prior approval of the immediate supervisor is required to use a privately owned vehicle in the conduct of County business for which mileage reimbursement is to be requested. Those employees authorized to drive their private vehicle shall be reimbursed at the current approved mileage rate determined by the Internal Revenue Service and approved and set by the Commissioners Court of Rockwall County. Reimbursements for allowable business travel are excludable from the wages of the employee.

This reimbursement does not apply to County officials or employees currently receiving approved car allowances, unless travel is outside of Rockwall County. Commuting expenses incurred in traveling between the employee's residence and County office or for mileage/expenses incurred in any other travel of a personal nature are not reimbursable.

If a personal vehicle is to be used for county business, the employee shall maintain a valid Texas Driver's License, auto insurance in accordance with state law, provide proof of insurance upon request, and maintain the vehicle's operating condition in accordance with all State and Federal Laws and Regulations.

DE MINIMIS TRANSPORTATION BENEFIT

The value of a de minimis transportation benefit provided to an employee can be excluded from the employee's wages. A de minimis transportation benefit is any transportation benefit which an employer provides to an employee that has so little value that accounting for it would be unreasonable or administratively impractical. An example of a de minimis transportation benefit might be a stop for a personal errand on the way between work and the employee's home or small personal detour while on business such as driving to lunch while out of the office on County business.

ADDITIONAL REQUIREMENTS AND RESTRICTIONS RELATED TO COUNTY VEHICLES

An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.

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

Employees will be personally responsible for any fines incurred as a result of a driving or parking violation while driving a County vehicle.

Personal use of County vehicles shall not be permitted other than de minimis use of the vehicle and commuting where approved. County vehicles shall not be operated by non-County employees.

ROCKWALL COUNTY
POLICY ON COUNTY VEHICLES
(Continued)

REPORTING OF ACCIDENTS

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

All accidents are to be reported to the Human Resources/Risk Management Department within 24 hours of the incident. Additionally, official accident reports, the employee's narrative and estimates of damage are to be submitted in a timely manner to Human Resources/Risk Management.

Human Resources/Risk Management will then administer all claims.

ROCKWALL COUNTY
POLICY ON OUTSIDE EMPLOYMENT

An employee's position in Rockwall County is considered to be of primary importance and employees are expected to devote full-time attention and energy to their County position. At no time may outside employment interfere with the normal operation of the department or an employee's ability to perform his/her job duties. No employee shall engage in outside employment, including self-employment, where such employment would constitute a conflict of interest.

An employee shall not use Rockwall County facilities or equipment or his/her association with Rockwall County to carry on a private business or profession.

An employee interested in pursuing outside employment should notify his/her Department Head in writing.

All employees must comply with conditions placed on outside employment by this policy.

Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of their employment with the County.

ROCKWALL COUNTY
POLICY ON CONFIDENTIALITY

Rockwall County is a public entity; however, some County employees acquire confidential information as a result of their position with the County. This information shall be protected. Employees who abuse their position and reveal private information they have received as a result of their position may be subject to discipline up to and including termination, even if they do not actually benefit from the disclosed information.

Regarding the personnel information on employees of Rockwall County; the County will adhere to all open record requests and such requests will be reviewed and approved by the Legal Representative of the Commissioners Court. Information will be released in accordance with Texas State Law.

ROCKWALL COUNTY
POLICY ON CONFLICT OF INTEREST

Employees of Rockwall 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 his/her ability to make objective decisions in regard to his/her work and responsibility as a Rockwall County employee.

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

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

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

ROCKWALL COUNTY
POLICY ON SOLICITATION

Rockwall County employees shall not solicit or be subject to solicitation from other employees to make donations to or purchases from any cause or organization during working hours or on County property, without first obtaining the consent of their Department Head.

Employees are not to be coerced to make donations or purchases.

Selling or soliciting for any cause or reason on County property by any non-County employee is prohibited without approval by the Commissioners Court.

ROCKWALL COUNTY
POLICY ON POLITICAL ACTIVITY

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

County employees shall not:

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

Employees are not required to contribute to any political fund or collection process. Likewise, employees are not required to campaign or participate in any related political activity as a condition of obtaining or retaining their jobs, nor shall they be disciplined, terminated, or deprived of any rights for refusing to participate in political service or contributions.

In the event that an employee chooses to run against an incumbent for an elected position in the office for which they work, they must resign at the time they file for any primary election, the date of filing of a write-in petition, or at the time they are nominated for the sought after elected position, whichever comes first.

ROCKWALL COUNTY
POLICY ON MEDIA RELATIONS

Frequently, Department Heads and Elected Officials solicit news coverage of important new developments, laws, services and other need-to-know public information. To maintain accuracy and consistency, employees other than Elected Officials or Department Heads who receive inquiries from the news media must follow the following guidelines and procedures:

- a. No employee may grant an interview or make comments about County business without approval of the County Judge or the employee's Elected Official or Department Head.
- b. The County Judge, an Elected Official or a Department Head may designate a spokesperson to handle certain types of routine inquiries and contacts with local news media or information requests.

ROCKWALL COUNTY
POLICY ON PERSONAL APPEARANCE/DRESS CODE

Appearance is often viewed as a direct reflection of the level of professionalism of the workplace. All employees contribute personally to the image of Rockwall County by their individual attire and grooming. Each Rockwall County employee is expected to follow these basic minimum guidelines:

- a. Maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of the area in which the employee works.
- b. Clothing should be in good repair and fit appropriately.
- c. Sweatshirts, t-shirts, sport shoes, flip flops and like attire are generally not considered appropriate in most work environments.
- d. Employees whose jobs require that they wear a uniform are expected to keep their uniforms in good repair and laundered.

If in the opinion of the Elected Official/Department Head, an employee is not dressed appropriately, the employee may be immediately sent home to change.

ROCKWALL COUNTY
POLICY ON UNIFORMS

The purpose of this policy is to govern the taxable/non-taxable treatment of the costs associated with the purchase and upkeep of work clothing and uniforms worn by Rockwall County employees.

The Rockwall County Commissioners Court realizes that each individual department has specific circumstances and needs for its employees and therefore this policy serves as the basis for each individual department's policy.

Each individual department that purchases any type of clothing for its employees should have a policy pertaining to work clothing and uniforms that is suitable to the needs of its individual employees. Likewise, each individual department's policy should be in keeping with the Internal Revenue Service regulations. In the absence of a departmental policy, this policy shall govern.

Each individual department's policy must be submitted to the County Auditor's office.

Pursuant to the Internal Revenue Service regulations, the value of work clothing provided by the employer is not taxable to the employee if:

- a. The employee must wear the clothing as a condition of employment, **and**
- b. The clothes are not suitable for everyday wear or are not worn or adaptable to general usage as ordinary clothing.

It is not enough that the employee wear distinctive clothing; the employer must specifically require the clothing as a working condition. Nor is it enough that the employee does not, in fact, wear the work clothes away from work. The clothing must not be suitable for taking the place of an employee's regular clothing.

If the clothing qualifies as excludable, then the cleaning costs are also excludable from taxation.

If the clothing does not qualify as a deductible expense (i.e. as a uniform), then the costs, if paid by the County, must be allocated to the employee as income, treated as a taxable fringe benefit thereby subjecting it to income, Social Security and Medicare taxes.

ROCKWALL COUNTY
CREDIT CARD POLICY

The Rockwall County Credit Card Policy is intended to delegate both authority and responsibility for purchases to front line County employees who are in the best position to know the needs of County staff.

An employee's participation in the Rockwall County Credit Card Policy is a convenience that carries responsibilities. Each credit card shall be considered Rockwall County property and shall be used with sound judgment and in the best interest of Rockwall County. The employee's signature verifies that he/she understands the County Credit Card Policy outlined below and agrees to comply with its guidelines.

RESPONSIBILITY

For policy purposes, Rockwall County shall be named the Cardholder and each individual using an approved Rockwall County credit card shall be named the User.

Each County credit card is provided by the Cardholder to the User based on their need to purchase business related goods and services. A User's ability to make use of the County credit card may be revoked at any time based on change of assignment or at Commissioners Court's discretion.

Each County credit card will be used for business related purchases only; personal charges shall not be made to a County credit card under any circumstances.

The designated User is accountable for all charges made with each card while in the User's possession.

The designated User is expected to comply with internal control procedures in order to protect County assets. These control procedures include the User keeping all vendor receipts/invoices and immediately turning these receipts/invoices over to the County Auditor's Office.

The User shall immediately report a lost or stolen card by telephone to the County Auditor.

The User shall surrender each credit card to the County Auditor's Office upon termination of employment (i.e. retirement, voluntary or involuntary termination). Immediately upon termination, no further use of the credit card is authorized by the User.

CURRENT COUNTY CREDIT CARDS

A current list of County credit cards is maintained by the County Auditor.

TERMS OF USAGE

In return for the purchasing authority delegated to the User by the Cardholder and in consideration of the User's responsibility to properly steward public resources, the User agrees to the following terms:

ROCKWALL COUNTY
CREDIT CARD POLICY
(Continued)

- a. To make purchases ethically, fairly and without conflict of interest and to seek the best value;
- b. To promptly report to the County Auditor's Office any suspected misuse of the credit card;
- c. To avoid payment of sales tax;
- d. To ensure that transaction documents are obtained and delivered promptly to the County Auditor's Office;
- e. To comply with the terms and conditions of this Rockwall County Credit Card Policy and any County purchasing procedures or policies that may be subsequently issued;
- f. The use of a County credit card for travel expenditures does not relieve the User from complying with proper travel expense form procedures;
- g. To inform merchants of sales tax exempt status. User will reimburse any sales tax amount to Rockwall County except in cases where State law does not exempt local governments;
- h. To protect and safeguard any and all County credit cards;
- i. Authorized usage of the JP Morgan Chase credit card (previously Travel Credit Card) will only be used for securing reservations for travel, related travel expenses or any small dollar purchases deemed an emergency or necessity by the County Auditor.

UNAUTHORIZED USE OF COUNTY CREDIT CARDS

- a. Personal expenditures;
- b. Cash advances;
- c. Sales tax (except in cases where State law does not exempt local governments);
- d. Entertainment of any kind, including the purchase of alcohol;
- e. Purchases under contracts, unless an emergency or necessity is deemed by the County Auditor;
- f. Separate, sequential and component purchases or transactions made with the intent to circumvent State law or County policy;
- g. Purchases that are split to stay within card transaction limits;
- h. Transaction amounts greater than Cardholder's and/or individual User transaction limits;
- i. Expenditures made without County Department Head approval, if User is not a Department Head.

DISCIPLINARY ACTION

Improper use or personal use of a County credit card may be considered misappropriation of County funds and could result in criminal prosecution or disciplinary action, up to and including termination.

Any employee or official who willfully violates the terms of this agreement or is negligent in use of the card shall reimburse Rockwall County for any and all incurred charges and any fees related to the collection of those charges, including but not limited to legal fees and court costs.

ROCKWALL COUNTY
CREDIT CARD POLICY
(Continued)

A County credit card is to be used for Rockwall County business purposes only and is not to be used to circumvent the competitive bidding process. It is a violation of State law and Rockwall County policy to make purchases separately or over a period of time, when using normal purchasing practices would allow items or services to be purchased in one purchase.

Each County credit card is issued or signed out to an individual only at the discretion of an individual Official/Department Head. However, it is understood that the Rockwall County Commissioners Court may cancel or rescind privileges to any County credit card at any time and for any reason.

ROCKWALL COUNTY
POLICY ON SMOKING/TOBACCO USAGE

Rockwall County strives to provide a healthy work environment. In order to protect its employees and citizens, Rockwall County is a tobacco free workplace. Employees, Elected Officials, vendors and the public are prohibited from smoking and tobacco use inside all County buildings.

Smoking will not be permitted anywhere inside County facilities or on the grounds including the parking areas of County facilities, except in personal vehicles.

An employee who violates this policy may be subject to disciplinary action.

ROCKWALL COUNTY
POLICY ON BREAKS

If work permits, employees may take a 15 minute break in the morning and in the afternoon. Breaks may not be accumulated and combined. All breaks will be at the discretion and direction of the Department Head.

ROCKWALL COUNTY
POLICY ON NURSING MOTHERS

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 during the first year following the birth of a child. Rockwall County supports the practice of expressing breast milk.

Rockwall 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. However, if the break is longer than 30 minutes in duration, the break time will be unpaid time off.

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

Rockwall County does not allow any retaliation against nursing mothers for asking 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. The Fair Labor Standards Act does not require any breaks other than for nursing mothers, however if paid breaks are provided for employees, nursing mothers must be given the same amount of paid break time.

ROCKWALL COUNTY
POLICY ON SAFETY

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

Each County employee shall be required to adhere to general safety standards as well as comply with County and departmental safety requirements. Safety procedures may differ at each County department. Your supervisor may provide you with specific information pertaining to your position.

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

Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to their supervisor.

ROCKWALL COUNTY
POLICY ON SEPARATIONS

A separation shall be defined as any situation in which the employer-employee relationship between Rockwall County and a Rockwall County employee ends. Separations from Rockwall County may be due to:

- a. Resignation;
- b. Retirement;
- c. Dismissal;
- d. Reduction in Force; or
- e. Death.

RESIGNATION

A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Rockwall 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 his/her supervisor.

RETIREMENT

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 his/her supervisor and Human Resources of that intent at least 60 days prior to the actual retirement date to help prevent delays in receiving retirement benefits.

DISMISSAL

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

REDUCTION IN FORCE

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

DEATH

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

ROCKWALL COUNTY
POLICY ON SEPARATIONS
(Continued)

NOTIFICATION

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

ROCKWALLCOUNTY
POLICY ON SOCIAL NETWORKING

While Rockwall County does not wish to infringe on OFF-DUTY TIME of its employees, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the County; or harming the goodwill and reputation of the County and/or employees among its constituents or in the community at large. Employees must ensure that the use of social media does not produce the adverse consequences noted above. For this reason, the following guidelines apply to the use of social media:

- a. An employee will not publish any personal information about themselves, another employee of Rockwall County, or constituent in any public medium (print, broadcast, digital, or online) that:
 1. has the potential or effect of involving the employee, their co-workers, or the County in any kind of dispute or conflict with other employees or third parties;
 2. interferes with the work of any employee;
 3. creates a harassing, demeaning, or hostile working environment for any employee;
 4. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the County's clients or customers;
 5. harms the goodwill and reputation of the County and/or employees among its constituents or in the community at large; or
 6. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information.
- b. Social media activities should never interfere with work commitments.
- c. Your online presence can reflect on the County. Be aware that your comments, posts, or actions captured via digital or film images must not adversely affect the image of Rockwall County.
- d. Any employee violating the guidelines above will be subject to disciplinary action, up to and including termination of employment.

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE

The use of Rockwall County automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for Rockwall 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 not excessive or inappropriate, occurs 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.

Use of Rockwall County computers, networks, and Internet access is a privilege granted by Rockwall County 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.

County employees are prohibited from installing any software on County computers without the approval of the Information Technology Department (IT) and their Department Head. The County purchases and licenses the use of various types of computer software for business purposes. The County does not own the copyright to this software. Employees shall use the software only in accordance with the license agreement. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment.

County employees are prohibited from installing County software on their (non-County) personal computer, unless otherwise authorized. In addition, employees are prohibited from altering the existing hardware or making additions to hardware on County computers, unless otherwise authorized by the IT Department and their Department Head.

Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace. The Internet is to be used primarily for County business only and is not to be used for personal gain. Employees should adhere to the highest professional/ethical standards when using the Internet as they are representatives of the County.

Additionally, accessing, viewing, or disseminating pornographic or other inappropriate pictures, videos, emails, texts, websites, or information is strictly prohibited.

Rockwall County owns the rights to all data and files in any computer, network, or other information system used in the County. Rockwall County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) 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. Rockwall 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. 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.

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

Employees having knowledge of the misuse of any computer equipment, electronic communications equipment or software shall notify their department head.

Employees in violation of any portion of this policy shall be subject to disciplinary action, up to and including termination.

TECHNOLOGY SECURITY

This document is provided to Rockwall County technology users and those handling confidential data with guidelines and prohibitions to ensure that County systems and data remain secure and private.

PURPOSE

The purpose of the Technology Security Policy Section is to provide Rockwall County Elected Officials and Department Heads information to help protect the County and employees of the County from liability and business interruptions due to inappropriate use of computers and breaches of computer security. Elected Officials, Department Heads and supervisors are responsible for ensuring that their employees follow this policy.

This policy documents the computer users' responsibility to safeguard computer equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution or destruction. It sets forth what is and is not appropriate use of Rockwall County computers. Users may be disciplined for non-compliance with County policy. This policy does not purport to address every computer operation and security issue. It is your responsibility to use sound judgment; should you identify an issue or situation that you are not certain how to deal with, inquire of the Technology Department.

The Technology Security Policy Section is subordinate to any collective bargaining agreement, employment contract or other employment agreements. The County or Technology Department may add to or change the policies at any time.

PRIVACY

The County maintains the right and the ability to enter into any system and to inspect and review any and all data as allowed by any applicable law(s). The County reserves the right to obtain access to all voicemail and electronic mail messages left on or transmitted over these systems. Employees should not assume that such messages are private and confidential or that the County or its designated representatives will not have a need to access and review this information. Individuals using County equipment should have no expectation that any information accessed through or stored on their computers – whether the information is contained on a computer hard drive, computer disks, or in any other manner – will be private.

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

Random audits to verify that County computers are clear of malware and used in accordance with County policy may be performed. The County will investigate complaints about inappropriate images on computers, inappropriate e-mail or other inappropriate conduct.

The County may monitor internet activity to see what sites are frequented, the duration of time spent, what files are downloaded and what information is exchanged.

The Technology Department will seek advice from the District Attorney's office for all Public Information Act requests.

DEFINITIONS:

Authorized User – A user that is using a computer that is approved by their supervisor and is logged in using their own credentials provided by the Technology Department.

Confidential data – All data that is contained within a County computer or server is considered confidential unless otherwise deemed so by a supervisor.

Secure location – The areas of Rockwall County facilities that are not open to the public. This term also includes official County vehicles that should be locked and/or attended by authorized personnel.

Mobile Computer – Laptops, netbooks, smartphones, tablets or any other computing device that is designed to be portable.

Metropolitan Area Network – A Metropolitan Area Network (MAN) is a large computer network that spans a metropolitan area or campus, i.e. the County's network of interconnected buildings.

Network Drive – A hard drive or shared file space that is accessible to several users over the local area network.

Malware – Short for malicious software is software designed to infiltrate a computer system without the owner's informed consent. The expression is a general term used to mean a variety of forms of hostile, intrusive or annoying software or program code.

Remote Access – Any means by which a computer located in a non-secure area attempts to access the internal resources of Rockwall County.

Public Access Terminal— Any computer or phone that is designated for use by the general public for a limited or specific purpose.

Content Management System - the collection of procedures used to manage work flow in a collaborative environment that allow for a large number of people to contribute to and share stored data.

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

Records Management Systems— Records management is a systematic and controlled process of managing or tracking the life cycle of records, i.e. Ableterm.

CONFIDENTIAL DATA

The following is a list of requirements to ensure that data remains confidential:

- a. Users must lock their screen or logoff when away from their computer for more than 10 minutes. (Locking is accomplished by pressing + L)
- b. When possible, monitors containing confidential data shall not be located in an area that is visible from a non-secure location. When this is not possible, monitors will be fitted with privacy filters that will limit the viewing angle of the monitor.
- c. Entrances and exits to secure locations will remain locked whenever there is not an authorized user present.
- d. Only authorized users are allowed access to any County computer systems, phones, faxes or any other resources, except when the resource is specifically designated as a public access terminal.
- e. Printers will be located in secure locations whenever possible. When not possible, printers will not be used to print confidential data. Printouts will not be visible from a non-secure location.
- f. Electronic and paper copies of confidential data are not allowed to leave a secured area without authorization from a supervisor.
- g. Electronic and paper copies of confidential data will be stored in a locked drawer or behind a locked door.
- h. Theft of any equipment or media must be reported immediately to the Technology Department. This includes but is not limited to: computers, laptops, external hard drives, compact discs and USB drives.
- i. Do not disseminate confidential data in any way without going through the proper channels. Any Freedom of Information Act requests will be processed by the proper channels and approved by the Rockwall County District Attorney's office.
- j. Confidential data should never be transmitted over fax, telephone, or internet unless authorized by a supervisor.
- k. Computers that must remain in a non-secure location will be kept in a locking desk and must remain powered off when not in use.

THIRD PARTY DATA INTERFACES

When two different systems are in use, connections between databases are often used to eliminate duplicate data entry. The Technology Department must be involved in the creating and approval of these third party data interfaces. To ensure systems will function correctly together, demonstrations may be required.

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

USER ACCOUNTS

Password Policy

- a. Passwords shall be a minimum length of eight (8) characters
- b. Passwords shall contain a combination of three of the following: uppercase or lowercase letters, numbers or symbols.
- c. Passwords and the user ID shall not be the same.
- d. Passwords shall be changed within a maximum of every 90 days.
- e. Passwords shall be changed a maximum of once per day.
- f. Passwords cannot be re-used.
- g. When passwords are lost the Technology Department will give the user a temporary password that is valid for one login. The user will be asked to create a new unique password upon logging in.
- h. Passwords are never written down and kept in an area that will be visible or easily accessible.
- i. Users shall not communicate to anyone their password except the Technology Department.

User Account Policy

User Accounts are created by the Technology Department and credentials are transferred to new users at the time of employment. Accounts are to be disabled within thirty (30) minutes of termination.

Three (3) failed login attempts will enable a thirty (30) minute lockout period in which the user will not be able to login to their account. Once called and the user is verified, the Technology Department will unlock the account immediately. Mobile Computers and 911 Dispatch are exempt from this policy.

Users are prohibited from attempting to access another user's account without supervisor approval.

User accounts are never shared among users. Only one user is allowed to use one account at a time.

GENERAL SECURITY

Updates

The Technology Department is responsible for all operating system updates on computers connected to the metropolitan area network. This includes but is not limited to: Windows updates, anti-malware updates and other various software updates. These

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

updates are set to automatically download and install without user intervention. Users are prohibited from altering the automatic update settings of the operating system, anti-malware programs or any other application.

Mobile computer operating system updates will be performed by the user or the user will schedule maintenance time with the Technology Department to have the mobile computer updated. These updates must occur at least every six (6) months.

Local Firewall

All computers on the County's metropolitan area network will have the local Windows firewall enabled. The firewall shall not be altered without approval from the Technology Department.

Avoiding Malware

The most important defense against malware infection is user prevention. Anti-malware programs only work to limit damage after a computer is already infected. The following is a list of recommendations to follow to help keep your computer running free of malware.

- a. Don't open email attachments from un-trusted sources.
- b. Don't click links in email.
- c. Don't download files from places you aren't absolutely sure are safe.
- d. Stay within well known websites.

If you suspect your computer has been the infected, do nothing else to it; simply call the Technology Department and we will take over from there. Do not click on unfamiliar icons or attempt to close any pop-ups or warning messages as this will likely infect your machine further.

Avoiding Social Engineering

Social engineering is the act of manipulating people into performing actions or divulging confidential information rather than by breaking in or using technical cracking techniques; essentially a fancier, more technical way of lying. To avoid such techniques users must follow a one basic rule:

Never give any information about computer systems, County networks, or security policies out over the telephone or in any other form.

If someone requests such information, get their name and phone number and tell them you will get back to them. Report the incident immediately to the Technology

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

Department. Users should be aware that every login attempt is logged and can be traced back to the computer, login used, and time of entry into the system.

Remote Access

All remote access solutions must be approved by the Technology Department. It is required that a minimum of 128-bit AES encryption be in use. The solution must allow for centralized user access control that will allow for user account deactivation by the Technology Department. Once a user makes a remote connection to the Rockwall County network, all other policies apply to the computer in use.

Connections must be deactivated within five (5) minutes of inactivity. Remote access users are responsible for their own internet connection and configuration.

Personal Computer Equipment

No personal equipment, including laptops, computers, switches, routers, or any other network ready device will be connected to the County network without prior approval and inspection by the Technology Department. If equipment is approved for connection to the County network, the data on the device is no longer considered private data and will be subject to all of the privacy policies stated in this document.

Proper Computer Use

Computers are a County asset and should be treated as such. Incidental and occasional personal use of County computers is permitted for reasonable activities. As a general rule, if you would be uncomfortable asking for permission it is probably not an appropriate use of County computers. No personal information, data, photos, music, or messages should be stored on County equipment. Such data, if found will not be treated as personal or private.

Do not alter or tamper with a computer physically. Users are prohibited from opening the computer case, removing or adding components, or accessing the inside of a computer for any reason. Please contact the Technology Department for any issue that might require physical access to the inside of a computer. Physical harm could befall you or the equipment should you decide to open up the case yourself.

Users are prohibited from installing or running software except when specifically authorized by a supervisor and the Technology Department. A list of acceptable programs may be obtained from the Technology Department.

Certain areas of the computer's operating system have been administratively disabled. Attempting to access these areas and circumvent the restriction is strictly prohibited.

ROCKWALL COUNTY
POLICY ON COMPUTER AND INTERNET USAGE
(Continued)

Users all have authorized access to a limited area of the metropolitan area network. Users are prohibited from accessing or attempting to gain access to any area of the County network that they are not specifically authorized to access.

Users shall not produce unauthorized copies of any software. Software will be stored in the Technology Department unless otherwise specified.

INTERNET AND WEBSITE

Appropriate Internet Activity

It is the intention of the Technology Department that internet activity be confined to County business. Department Heads are responsible for defining what constitutes County business for their department and for monitoring usage and alerting the Technology Department of possible misuse. Department Heads may receive internet activity reports upon request. The Technology Department reserves the ability to stop any network activity that may cause a drain on performance, i.e. streaming audio or video, downloading large files, constant updating or any other bandwidth intensive applications.

Internet Filtering

Filtering services were added to the County to monitor and block out any inappropriate site(s). The filtering tool allows the County transparent monitoring, reporting, and traffic management of all internet sites from the County's internal network to the Internet. The purpose of this tool is to conserve network bandwidth resources, reduce legal liability, boost employee productivity and help enforce internet access policies.

The filtering services software is updated and new sites are added to the database daily. The filtering software automatically downloads updates to the database every night to ensure that the County is keeping up with the rapid evolution of the Internet.

Individuals needing access to certain blocked sites on the Internet due to job necessity must provide written authorization from their supervisor to the Technology Department. In order to protect County computers and ensure network security, sites known for malware will remain filtered despite the override request.

County Website Standards

Rockwall County's website is built on top of a content management system (CMS) that allows for multiple users to access and change multiple areas of our site simultaneously. As such, this allows for each department to have control over their portion of the website. While it is not required for each department to learn how to operate our CMS,

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learning the CMS will give the department the best opportunity of maintaining a responsive dynamic site. The Technology Department has overall responsibility for ensuring the consistency and quality of the Rockwall County web site, therefore all changes must be approved by the Technology Department before they are published to the live site.

If your department chooses to rely on the Technology Department to maintain your portion of the web site, please allow at least one business day for your requested change to be addressed.

In all cases, it is the individual department's responsibility for ensuring that the content on their portion of the web site is accurate and current.

CMS training will be offered by the Technology Department once a year, or as demand dictates.

Items that may be of interest or importance to the citizenry should be included on the home page's news feed. Please make an effort to contact the Technology Department to ensure timely posting in this area as well.

VARIOUS SYSTEMS

Data Backup

Most County data is stored on large records management systems (RMS) which are backed up using tape and external hard drives. Data that is stored locally on a user's computer is not backed up by the Technology Department and is the responsibility of the user to backup. The Technology Department will provide the user with any assistance or training necessary to ensure a proper backup is kept. Network drives are made available to users to store important data on a server that is included in the Technology Department's backup strategy.

Email, Instant Messaging, and Voicemail

Electronic information, particularly email, voicemail and instant messaging may be read or heard by persons other than the person(s) to whom the electronic information is sent. For example, electronic messages are discoverable in litigation and may be subject to the Texas Open Records Act. Therefore, when creating messages employees should keep in mind that what they say or write may be made available to the general public or given to opponents in the course of litigation.

Furthermore, users should keep in mind the near-permanent nature of electronic information. As a result, simply "deleting" an email or electronic information may not protect the information from later disclosure.

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When using County messaging services, you are representing Rockwall County. As such, employees must ensure that all electronic information, whether sent internally or to third parties, is written or spoken courteously and in a professional manner. Moreover, employees should not include anything in an email or voicemail message that they would not include in a formal business letter.

Users are prohibited from accessing or attempting to access another user's email, voicemail or instant messaging account for any reason. Department Heads that need access to a user's account must contact the Technology Department in order to arrange for access.

Telephone Systems

All personal long distance phone calls are prohibited. Although incidental and occasional use is expected, the Technology Department intends that all County telephones and faxes be used for County business. The Technology Department defers to individual departmental policy for all other matters regarding personal telephone use.

Network Drives

Network drives are provided as a means of storing important files and sharing files within a department. These drives reside on servers that are backed up once a week and as such, users are encouraged to store important files on their network drive. Storage space is limited so please do not store nonessential files on a network drive.

EQUIPMENT HANDLING

Purchasing

Purchases of computer and telephone equipment and software require approval from the Technology Department. All equipment must meet quality requirements and be compatible with other County systems. Equipment or software that does not meet these criteria may not be supported by the Technology Department.

Equipment is typically replaced every three (3) to five (5) years. Replacement recommendations are prioritized by age, function of the device, requirements for use, and the manufacturer's "end of life" schedule. In order to ensure continued functionality, support, and security, all software and hardware will be supported by the manufacturer and will be replaced within six (6) months of when it reaches "end of life" status.

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Internal Departmental Equipment Relocations

The Technology Department must be informed in writing prior to relocating any electronic equipment, including but not limited to: computers, monitors, printers, faxes, scanners, and phones. You should include in your request an item description, the asset tag number, current location and desired location. Transferring equipment from one department to another is considered a property transfer and must be presented by the County Auditor's Office to the County Commissioner's Court for approval.

Property Dispositions

Computers that are out of service or are being transferred to a different department must first be given to the Technology Department for a period of time. The Technology Department will format using methodology that over-writes all data in three iterations on every hard disk that is either out of service or is being transferred to another department.

EMPLOYEE SEPARATION

Department Heads are responsible for immediately informing the Technology Department when an employee is terminated.

All information on user computers is considered County property. Deleting, altering, or sharing confidential, proprietary or any other information upon separation is prohibited.

The computer you have been entrusted with must be returned with your password, identification code and any other appropriate information necessary for the County to continue using the computer and information uninterrupted.

The following activity is prohibited upon separation and will be prosecuted to the fullest extent of the law:

- a. Accessing or attempting to access a County computer or network.
- b. Providing third parties access or information that may help them to obtain access to County systems or networks.
- c. Taking computer files, data, programs, or computer equipment.
- d. Sharing any confidential data or knowledge you have gained while in employment.

POLICY VIOLATIONS

Computer Policy Violations

Violations of the Technology Security Policy Section will be reviewed on a case-by-case basis and can result in disciplinary action up to and including termination. This policy

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and its contents are subject to all State and Federal laws and rules that may apply. Violations of this policy or misuse of computer systems that are of a criminal nature may be referred for criminal prosecution.

Reporting Policy Violations

Employees are required to immediately report violations, or suspected violations, of this policy to a supervisor and the Technology Department.

Employees that report violations or suspected violations of County policy will be protected from termination, discrimination, harassment and any other form of retaliation.

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Travel Policy

This policy originally adopted by the Rockwall County Commissioners Court on September 10, 2013 is meant to provide guidance as to appropriate travel methods and reimbursable expenses while traveling on official county business. Whenever unusual or unforeseen circumstances are involved or this published policy does not provide clear and sufficient guidance, the County Official or Department Head should seek a written opinion, when possible, from the County Auditor approving the circumstances prior to the travel.

Section 152.011 of the Texas Local Government Code authorizes the Rockwall County Commissioners Court to set all travel expenses and other allowances for all Official County Travel. The Commissioners Court allows reimbursement of Official Travel Expenses for all County Officials and employees who have traveled on Official County Business when funds have been allocated in departmental travel and training budgets.

County Officials and Department Heads are expected to plan the out-of-county travel for themselves and/or their employees to achieve Maximum Economic Efficiency. County Officials and employees will utilize the most economical and effective means of transportation, lodging and meals.

It is the responsibility of the County Official or Department Head to see that all travel expense forms are properly completed and signed before being sent to the County Auditor's office. The County Official or Department Head shall be responsible to verify that adequate travel funds are available.

If a travel advance is requested, it is the responsibility of the County Official or Department Head to ensure the filing of Travel Expense Form #3 with the County Auditor's office by the Tuesday the week before the Commissioners Court meeting for approval. Once the County employee returns from their official business travel, it is the responsibility of the County Official or Department Head to ensure the filing of Travel Expense Form #1 with the County Auditor's office within 10 business days of the date of return. Any refund due to Rockwall County must be included with Travel Expense Form #1 when filed with the Auditor's office. All travel advances must be cleared in the County Auditor's office within 10 business days of the date of return. If the advances are not cleared within 10 business days, no further advances or reimbursements will be paid to the employee for future travel until all prior advances have been cleared.

Forms filed with the County Auditor's Office must be completed, signed and include all appropriate supporting documents. All forms should include an agenda or an email stating the outline of their daily activities while on official county business. All hotel stays must include an itemized hotel statement. All travel must include receipts, a printout from MapQuest or Google maps showing the round trip mileage breakdown and/or any other document explaining the charges included on their expense forms. Travel Expense Form #1 should include a Certificate of Attendance and/or Hours/Credits Earned for the conference or training they attended. All meals and incidental expenses are paid on a per diem rate of \$45.00 per day.

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It is the responsibility of the County Official or Department Head to ensure that all reimbursement forms to the State of Texas, or any other reimbursing agency, are promptly submitted for reimbursement.

In the event the County Official or employee received an overpayment for travel expenses, that overpayment must be reimbursed to the County when the travel expense form is turned in to the County Auditor's office.

All requests are subject to the availability of adequate budgeted funds.

Allowable Travel Expenses

Reimbursable expenses must be reasonable and normal for the area. The following examples are representative of allowable expenses:

- Hotel rooms
- Per Diem for meals and incidental expenses up to \$45.00 daily.
- Parking expenses including airport parking or hotel guest parking.
- Tolls
- Rental cars
- Mileage of personal vehicle
- Hotel wireless charges

Meals

The following per diem rate for meals and incidental expenses has been set by the Rockwall County Commissioners Court for the reimbursement of meals during travel for County Officials and County employees:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$20.00

Meals reimbursed for the day of travel to your conference, training, etc:

Meals are based on the conference start time as well as the time of travel from Rockwall County. (Mapquest.com or Googlemaps.com are map sites that will give you the distance and approximate time of travel to and from Rockwall.)

- Breakfast will be reimbursed if the departure to your destination is before 6:00 a.m.
- Lunch will be reimbursed if the departure to your destination is before 11:00 a.m.
- Dinner will be reimbursed if the departure to your destination is before 5:00 p.m.

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Meals reimbursed for the day of travel returning home:

Meals are based on the conference's time of dismissal as well as the time of travel to Rockwall County. (Mapquest.com or Googlemaps.com are map sites that will give you the distance and approximate time of travel to and from Rockwall.)

- If you are dismissed at 5:30 p.m. and you could arrive home before 8:00 p.m. and you decided to wait until the next morning to leave, you will not be reimbursed for any meals that next day and/or any hotel stay for that night.
- Dinner, lodging and necessary meals for the following day will be reimbursed if you are dismissed and there was no possibility of arriving back home before 8:00 p.m.

Rockwall County will not accept submission of meal receipts for reimbursement. Reimbursement shall only be available on a per diem basis for authorized meals based on meal allowances as set forth in this travel policy.

Day Meals: Travel with no overnight stay

Rockwall County will not reimburse County employees for day meals. The IRS code defines a day meal as any meal consumed when not spending the night away from home.

Use of Personal Vehicles

The use of personal vehicles for County business travel is acceptable whenever a County vehicle cannot effectively be utilized. The County does not insure private vehicles so the employees should ascertain that their automobile insurance policy coverage provides adequate coverage. Damage to the vehicle, vehicle repairs, parking fines, towing charges and theft of property are the responsibility of the County Official or employee traveling, not the County. The County will reimburse the employee based upon mileage calculated by MapQuest or Google Maps. Additionally, the County will reimburse parking and/or tolls incurred while conducting County business.

The use of a personal vehicle for out-of county travel, whenever a County vehicle is not available, is acceptable as long as the total cost to the County including the employee's paid time does not exceed the cost of air travel. Reasonable travel to restaurants and other sites while on business for the County will be reimbursed.

If requesting reimbursement for miles traveled, the County Official or employee must turn in a breakdown of their mileage calculated by Mapquest or Google Maps for the mileage to and from their destination.

The rate for personal mileage is the IRS rate at the time of travel. Notice will be given by the County Auditor's office when there is a change to the IRS rate.

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Expenses Not Reimbursed

(The following list is not exhaustive)

- Movie rental charges
- Spas or health clubs
- Room bars
- Limousines or luxury rental cars
- Refueling penalty charges by rental car companies
- Optional airfare insurance
- Entertainment expenses
- Personal items, i.e. books, magazines, toiletries
- Medication or medical visits
- Airport express check-in
- Non-employee/Spouse's lodging, meals or conference registration costs
- Phone calls
- Dry Cleaning
- Alcoholic beverages

Travel Responsibility

It will be the responsibility of each County Official or Department Head to utilize budgeted travel funds for official County business. These funds are budgeted for the purpose of allowing officials and their employees to attend various association meetings, training seminars, conferences, meetings, educational seminars and required law enforcement travel relating to prisoners and probationers.

It will be the responsibility of each County Official or Department Head to ensure the enforcement of this policy. By signing the travel expense report, the County Official or Department Head is certifying that the travel for which reimbursement is being sought was properly authorized and the report and accompanying receipts have been examined, are reasonable and the departmental budget can support these expenses.

Out of County Travel

Out of county travel expense reimbursement may be requested in 2 ways:

- In advance – advance registration, hotel reservations or cash travel advances (using travel advance form #3); or
- After travel has occurred (using travel expense form #1).

Out of State Travel

If any out of state travel is required, it is the responsibility of the County Official or Department Head, prior to reservations or departure, to make a request to the Commissioners Court and receive

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permission for such travel. County Officials travelling out of state for County business but not using County funds should have the Commissioners Court acknowledge the travel on the Commissioners Court Consent Agenda.

Taxi, Hotel Shuttle, Public Transportation

Hotel shuttle service is the preferred method of travel at out-of-town locations where available. Whenever a hotel shuttle is not available the use of a taxi is acceptable and reimbursable. Receipts should be retained to document this expense.

Non-employee/Spousal Attendance

Rockwall County will not reimburse for extra events expenditures at conferences. Nor will Rockwall County reimburse for a non-employee/spouse's registration or attendance. If additional room charges are incurred for a guest attending, the County Official or employee will be expected to personally pay these charges.

Hotels

The County encourages the use of clean, comfortable and safe hotels but expects that the employee will be frugal in selecting a hotel. Government rates should be utilized whenever available. The use of discounted conference hotels is acceptable and is encouraged whenever available within a reasonable distance of the meeting or conference. Lodging reimbursement will be based on the conference's start and dismissal times as well as the time of travel from Rockwall. The use of concierge to store baggage is encouraged in order to avoid late checkout charges at the hotel. Tipping the concierge is acceptable through the County Official's or employee's per diem and is not a separate reimbursable expense. Arrival one night before morning meetings or conferences is acceptable whenever the same day travel is not reasonable. Arrival the day of the meeting or conference is encouraged whenever the meeting or conference does not begin before 10:00 a.m. Returning the same day that the conference or meeting ends is expected except where reasonable connections will not assure arrival before 8:00 p.m.

Airfare

Travel by air is acceptable whenever travel by car is longer than five hours or air travel is cheaper than travel by car. Travel should be scheduled to allow for the most economical fares but should not force an employee to travel after 8:00 p.m. in the evening. Cancellation fees or other similar charges will only be reimbursed when a written statement from the traveler and the County Official or Department Head explaining the emergency is included and warranted. Two weeks advance purchase should be the minimum for making airfare/travel plans.

It is acceptable to travel a day early such as a Saturday in order to receive a discounted airfare; however the savings in airfare should exceed any hotel, meal and incidental expenses that will be reimbursed for the extra day of travel. Approval for early travel should be received in advance from the County Auditor and the requestor should include details such as the following exhibit:

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Costs for Monday through Wednesday conference:

Airfare Sunday and return on Wednesday	\$500.00
Hotel 3 days at \$80 per night	\$240.00
Meals 4 days at \$45 per day	\$180.00
Mileage to/from airport	\$60.00
Parking at airport 4 days at \$7.50 per day	\$30.00
Conference	<u>\$250.00</u>
Total trip costs	\$1260.00

Costs for Saturday stay over

Airfare Saturday and return Wednesday	\$290.00
Hotel 4 days at \$80 per night	\$320.00
Meals 5 days at \$45 per day	\$225.00
Mileage to/from airport	\$60.00
Parking at airport 5 days at \$7.50 per day	\$37.50
Conference	<u>\$250.00</u>
Total Trip costs	\$1182.50
Net savings to County	\$77.50

Rental cars

Hotel shuttle or personal vehicle use are the preferable means of transportation when out of town. Where use of these modes is impractical and not economical, use of a rental car may be justified. No other driver, other than a County Official or employee should be authorized to drive the rental car. The County will not reimburse the employee for the insurance charge. Fuel and other receipts should be retained along with the vehicle receipt for reimbursement. The use of an economy car for one person, a mid-size for two and a full-size for three or more is the recommended vehicle. The use of a SUV, vans or other specialty vehicles requires special justification. All vehicle rentals should be authorized prior to the trip by the County Auditor's office.

County credit card usage

If the County Official or employee charges meals on the County credit card, the meals may not exceed the per diem amounts as shown in this policy. If the meals are less than the per diem amount, no additional reimbursement is due to the County Official or employee. The County Official or employee may not claim per diem reimbursement and use the County issued credit card.

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Agenda and Certificate of Attendance

Copies of the agenda for the meeting attended will need to be turned in with a request for travel advance or a request for travel reimbursement. When a Certificate of Attendance is received at the conference, a copy should be included when submitting travel forms for reimbursement. With all submitted requests for travel reimbursements, some proof of attendance should be included.

Amended and approved by the Rockwall County Commissioners Court this the 14th day of April, 2015.