

BURLESON COUNTY APPRAISAL DISTRICT

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PERSONNEL POLICY



POLICY MANUAL DATES:

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|-----------------|--------------------------|
| ADOPTED: | June 3, 1985 |
| AMENDED: | December 10, 1998 |
| AMENDED: | April 12, 2000 |
| AMENDED: | October 11, 2000 |
| AMENDED | January 9, 2002 |
| AMENDED | August 15, 2002 |
| AMENDED | April 20, 2004 |
| AMENDED | July 21, 2004 |
| AMENDED | October 18, 2005 |
| AMENDED | October 16, 2007 |
| AMENDED | October 21, 2008 |
| AMENDED | January 20, 2009 |

PERSONNEL POLICY

EVALUATIONS

The Appraisal District may do employee evaluations periodically. (Amended October 11, 2000).

HOURS OF OPERATION

The Burleson County Appraisal District office will be open from 8:00 a.m. until 5:00 p.m. on Monday through Friday each week except on holidays approved by the Board of Directors. (Amended April 12, 2000)

CATEGORIES OF EMPLOYMENT

Employees will work in one (1) of the following categories:

- 1. **Full Time** – requiring service for the full work day and work week (35 hours, if grandfathered and 40 hours for all other employees.)*
- 2. **Part Time** – requiring service for a fraction of the full work day or work week. Total hours worked in a work week shall be less than 35 hours.*

PAY PERIOD

The Burleson County Appraisal District will pay all employees on the first and fifteenth of each month. If this date falls on a Saturday or Sunday then payroll will be issued on the last working day preceding this date.

REGISTRATION

The Burleson County Appraisal District will pay the registration fee for all employees required to be registered with the Board of Tax Professional Examiners.

REIMBURSABLE EXPENSES

All employees' requests for reimbursements related to the District operations (such as mileage, lodging, meals, etc.) shall be submitted by the claimant on the District's expense voucher. Meals are reimbursable up to \$30.00 per day. Receipts must be furnished for all operations. (Amended April 12, 2000)

TRAVEL

All travel by employees of the District must be authorized by the Chief Appraiser. A daily log of actual miles traveled in the performance of official business must be maintained.

Employees who use their privately owned vehicle for out of District travel shall be paid mileage at a set fee per mile basis. Detailed mileage records must be maintained. Upon request current and/or updated proof of automobile liability insurance coverage must be presented prior to any payment made by the District. All employees receiving allowances for using their vehicles should be insured. These employees must have a liability policy for use

of an automobile reflecting the limits of liability as required by the State of Texas. This is a condition of employment with the District and a copy of the policy or other proof of liability insurance must be on file with the District.

District employees who use their privately owned vehicle for appraisal district business within the district will be compensated at a rate per mile designated by the Board of Directors and must provide the Appraisal District with proof of insurance. (Amended April 12, 2000)

STANDARDS OF CONDUCT

No employee shall accept other employment or compensation, which would impair or interface with the employee's performance or judgment in their official duties within the Appraisal District office.

An employee shall not disclose information that could adversely affect the property, entities represented by the district or affairs of the District, nor shall they directly or indirectly use any information gained by reason of their official position or employment for their own personal gain or benefit or for the private use of others.

The attitude of each employee should at all times be such as to promote good will and a favorable attitude toward the public and the Appraisal District Administration, its programs and policies. Failure to conduct one's self in a cheerful, friendly and businesslike manner is grounds for dismissal. (Amended October 18, 2005)

LEAVE OF ABSENCE - WITH PAY

Attendance of employees at convention, training courses, and meetings of like nature or to serve on jury duty, shall be considered leaves of absence with pay.

UNAUTHORIZED LEAVE

Unauthorized absence from work is considered a reason for termination.

EXCESSIVE ABSENCE

Excessive absence for personal reasons is considered as a reason for termination. Any person who may be absent from duty for personal reasons for more than five (5) unauthorized days in one year will be subject to having his/her employment reviewed by the Chief Appraiser and Board of Directors.

ABSENCE FROM DUTY REPORTS

An absence from duty report form will be furnished by the Appraisal District and must be filled out by each employee when absent from duty for any reason other than authorized vacation. These reports are to be filed with designated personnel or the Chief Appraiser. If the absence is due to illness, supporting information may be requested from the attending physician. The designated employee shall be responsible to see that these forms are placed in the employee's records.

TERMINATIONS

Any employee will be terminated for misconduct, excessive tardiness, not reporting for duty or any act affecting their job performance. In most instances of violation, the employee will be given a written warning with reasonable time in which to improve his/her conduct before termination proceedings are concluded. (Amended April 12, 2000)

RESIGNATIONS

An employee wishing to resign shall present his/her resignation to the Chief Appraiser. Any employee wishing to leave the Appraisal District in good standing shall file with the Chief Appraiser, at least two weeks before leaving, a written resignation stating the date the resignation shall become effective and reason for leaving. Any employee resigning from the Appraisal District is to give two (2) weeks written notice to the Chief Appraiser, and will be paid accrued annual leave. Any employee who is discharged for any cause will not be paid annual leave accrued during the calendar year of which he/she is discharged.

Part time employees will not be allowed annual leave. Part time employees will be allowed legal holidays that come during their term of employment.

MATERNITY LEAVE

Maternity leave shall be regular sick leave, then a leave of absence up to one calendar month with no pay. (Amended June 14, 1989)

SICK AND INJURY LEAVE

Full time Employees of the Appraisal District shall be allowed one day of sick leave for each full month employed in a calendar year, to a total of twelve (12) working days to any employee's credit each twelve (12) months. Employees shall be allowed to accumulate sick leave from one fiscal year to another. At no time will the total number of carry over sick days exceed 24 days. Upon leaving the Appraisal District, there is no compensation for accumulated sick leave. Effective July 1, 1989. (Amended June 11, 1997)

When an employee exceeds the amount of accrued sick leave, the employee shall then be allowed to take accrued vacation and personal time. When sick leave, personal and vacation leave is totally used, the employee is then penalized their per diem in wages but retains their benefits (i.e. insurance, retirement). Employees reaching the penalty stage do not accrue sick leave, personal days, or vacation time during their absence.

PERSONAL LEAVE

Full time Employees shall be allowed three (3) days annually for personal leave.

MILITARY LEAVE

Full time Employees of the Appraisal District who are in the reserve components of the Armed Forces of the United States shall be granted ten (10) working days leave. Compensation for the ten (10) days shall be the difference between daily military base pay and their regular daily pay with the Appraisal District based on a forty (40) hour work week. A thirty (30) day notice shall be given to the Chief Appraiser.

ANNUAL LEAVE

All Appraisal District full time employees after one year of service through ten (10) years of service shall be allowed ten (10) full days annual leave with full pay. All employees with ten (10) years' service through twenty (20) years shall be allowed fifteen (15) full days annual leave with full pay. Annual leave is not carried over from one fiscal year to the next. Should an illness or accident occur while on annual leave, the employee shall remain on annual leave until such leave is exhausted, as annual leave is exhausted, accrued sick leave will be granted and continued until exhausted, or the employee returns to work.

COMPENSATORY LEAVE

Full time Employees who are not in administrative or executive positions and who work in excess of forty (40) hours per week shall accumulate compensatory time in lieu of overtime pay. No employee shall be permitted to work overtime without the prior written approval of their supervisor. Approved compensatory overtime shall be allowed on the basis of one and one half-hours for each hour worked. Compensatory time may not be carried over from year to year. (Amended April 12, 2000)

DISABILITY BENEFITS

Disability benefits will be provided for all full time employees of the Appraisal District through the pension plan provided our insurance carrier accepts the applicant.

LAY-OFF

In the event positions of any employees are abolished or vacated and it becomes necessary to dismiss employees from the Appraisal District, the Chief Appraiser shall notify the employee at least fifteen (15) days prior to the effective date the position is to be vacated.

LEGAL HOLIDAYS

Full time employees are allowed all legal holidays approved by the Board of Directors.

RETIREMENT PLAN

All employees of the Appraisal District will be enrolled in the Appraisal District's retirement plan.

INSURANCE

All full time employees of the Appraisal District will be covered by the Appraisal Districts' health insurance plan providing the insurance company approves the applicant. The Appraisal District will be responsible for the premiums of the employees' hospitalization provided the employee was accepted through our insurance policy. Coverage for health and dental insurance will be available for employees' dependents with the premium to be paid by the employee, provided the dependents are accepted by the current carrier. All premiums to be paid by the employee shall be withheld from the employee's monthly salary. An employee leaving the employment of the appraisal District shall terminate the responsibility of the Appraisal District.

Employee's who qualify for Social Security, Medicare Program may choose to opt out of the District's health plan. Reimbursement to the employee who chooses not to participate in the District's health plan shall be at the option of the Board of Directors.

DRESS CODE

The Appraisal District has adopted a dress code and all employees must dress appropriately. (Amended October 18, 2005)

HARASSMENT POLICY

The Burleson County Appraisal District intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort – verbal, physical, visual –, will not be tolerated.

WHAT IS HARASSMENT?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

RESPONSIBILITY

All Burleson County Appraisal District employees and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told if it, must report it to their immediate supervisor or the Chief Appraiser. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Chief Appraiser to do so.

REPORTING

Any incidents of harassment must be immediately reported to the supervisor or the Chief Appraiser. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. The Burleson County Appraisal District will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any employee making a good faith report of alleged harassment.

The Burleson County Appraisal District will not financially assist in the prosecution or defense of any matter involving harassment of one employee by another. The individual who makes unwelcomed advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The Burleson County Appraisal District will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated under any circumstances. It is the policy of the Burleson County Appraisal District, to strictly prohibit any conduct that constitutes sexual harassment, and to discipline any employee who has committed such conduct.

Sexual harassment is defined as unsolicited, unwanted, or unwelcome sexual advances, requests for sexual favors, and/or other verbal, graphic or physical conduct of a sexual nature (including sexually explicit language, jokes, etc.) where; (1) submission to such conduct is either an express or implied term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or (3) the conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment. Sexual harassment may include explicit or implied sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical conduct, such as patting, pinching, or brushing against another's body. This conduct is strictly prohibited.

It is the policy of the Burleson County Appraisal District to strictly prohibit any conduct that constitutes sexual harassment, and to discipline any employee who has committed such conduct. Disciplinary action may be as severe as termination even if such conduct constitutes as a "first offense."

It is the responsibility of the Chief Appraiser to create an atmosphere free of sexual harassment. It is the responsibility of each employee to respect the rights of fellow employees.

Vendors, contract employees and others employed by businesses doing business with and/or for the Burleson County Appraisal District who are found to have violated this policy subject themselves to termination of their services and/or appropriate action.

Any employee who feels that he or she has encountered, experienced, or witnessed sexual harassment should immediately report the incident(s) to his/her immediate department supervisor in writing with a copy forwarded to the Chief Appraiser. If an employee feels uncomfortable or unable to report such incident to his/her immediate supervisor, the employee should report the incident to the Chief Appraiser. If the employee feels uncomfortable notifying the Chief Appraiser, the employee should immediately notify any of the Board of Directors members. The Burleson County Appraisal District forbids any retaliation against anyone who has reported alleged sexual harassment. The Chief Appraiser (or any of the Board of Directors members, when appropriate) will process all complaints of sexual harassment and will be responsible for coordinating all investigations.

The Chief Appraiser (or any member of the Board) will make a determination of whether a reasonable basis exists to believe that sexual harassment has occurred. If such reasonable basis exists, the Chief Appraiser will take appropriate action, which may include termination of the harasser even if this is found to be a "first offense". To the extent practicable, the Burleson County Appraisal District will keep complaints of sexual harassment any the terms of the resolution of the complaint confidential.

Burleson County Appraisal District encourages anyone witnessing what that person believes to be sexual harassment to report such incident immediately. The Burleson County Appraisal District will not tolerate gossip or disclosure of confidential information to persons outside the individuals directly involved in the matter and members of management. Any person discussing confidential information regarding an alleged complaint of sexual harassment or the resolution thereof with any other individuals, regardless of whether such individuals are employees of the Burleson County Appraisal District, such conduct will constitute a violation of the policies and procedure set forth herein and will result in disciplinary action, which may include termination, as a result of such misconduct. The Burleson County Appraisal

District has an obligation to every employee, including an employee accused of sexual harassment, to maintain his or her privacy and protect that person's civil rights. (Amended January 20, 2009)

GRIEVANCE PROCEDURE

Insofar as may be possible, it is the intent of the District to anticipate and avoid occurrence of complaints or grievances. When complaints and grievances occur, they are to be resolved as quickly as possible, and whenever possible, at the supervisory level closest to the origin of the complaint or grievance. The complaint and grievance procedure assures an employee with a disagreement that he/she will be heard, the grievance will be discussed, and that corrective action will be taken if necessary. (Amended April 12, 2000)

EDUCATION

All employees required to be registered and certified will attend the educational courses approved by the State Property Tax Board. The Chief Appraiser will schedule attendance to these educational courses.

DRUG FREE WORK PLACE

The objective of this policy is to develop a drug and alcohol-free work place which will help insure a safe and productive work place. In order to further this objective, the following rules regarding alcohol and illegal drugs in the work place have been established.

- 1. **Zero Tolerance.** Burleson County Appraisal District adopts a “zero tolerance” policy with respect to both use and being under the influence of drug and alcohol while on duty for the County.*
- 2. **Applicability.** This policy shall apply to all employees or applicants of the Burleson County Appraisal District regardless of rank or position and shall include full-time and part-time employees.*
- 3. **Violations.** The following shall be a violation of the policy:*
 - a. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance or drug paraphernalia on District's property.*
 - b. Being under the influence of alcohol or illegal drugs while on District's premises or while on duty for the District.*
 - c. The unauthorized possession or use of prescription or over-the-counter drugs while on duty for the District.*
 - d. “Drugs” shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.*
 - e. “Drug Paraphernalia” shall include equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, The use of prescription or over-the-counter drugs while on*

District's premises or while on duty for the District, in a manner other than that intended by the manufacturer or prescribed by the physician.

4. Definitions. *For the purposes of this policy, the following definitions shall apply:*

- a. A "controlled substance" shall include any substance listed in Schedule I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. (A copy of this information is available for review in the County Treasurer's Office.)*
- b. District property "shall include all District owned, rented, or leased real property such as buildings, land, parking lot, etc. and property used by employees such as vehicles, lockers, desks, closets, storage areas, etc.*
- c. Ingesting, inhaling, or otherwise inducing into the human body an illegal drug or controlled substance.*
- d. "Illegal Drug" shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.*
- e. "Under the influence" shall be defined as having any alcohol, controlled substance, drug, dangerous drug, inhalants not being used under or according to Doctor's orders, or any other illegal drug or controlled substance in the body.*

- 1. "Reasonable Suspicion to Test".** *If an employee's actions, appearance or conduct during work hours as observed by his/her supervisor indicates an employee is using alcohol, controlled substance, drug, dangerous drug, inhalants not being used under or according to Doctor's orders, or any other substance, then reasonable suspicion for testing has occurred, which may be requested by the supervisor. Refusing to be tested or failure to cooperate is grounds for dismissal.*
- 2. Search Procedures.** *Search procedures, such as inspections of the employee's personal property, will be utilized as part of the District's security measures. As a condition of continued employment, all employees will be required to cooperate with any searches of the employees' personal property when there is reasonable suspicion to believe that an employee may be in possession of drugs or alcohol, or under its influence. Searches on District's premises and property may be conducted at any time. Failure to cooperate with such searches will lead to immediate termination of employment.*
- 3. Discipline of Violations.** *Any employee who violates this policy shall be subject to disciplinary measures up to and including termination.*
- 4. Referral of Violations to Law Enforcement Personnel.** *The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of both state and federal laws. The District will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials, and will turn*

over to the custody of law enforcement officials any such substances found during search of an individual or property. Searches will only be conducted on individuals based on reasonable suspicion. The District will cooperate fully in prosecution of any employee violating drug and alcohol laws.

5. Prescription Drugs. Prescription medications used at work are to be kept in their original containers. Employees taking prescription medications shall be required to notify his/her supervisor of any possible effects the medication might have regarding his/her job performance and physical or mental capacity. If an employee's performance is impaired due to the use of prescription drugs, he/she will be sent home and he/she may only return to the job when he/she can perform work duties satisfactorily.
6. Confidentiality. Any information concerning prescription medications being properly used by an employee, and any other medical information, of which the supervisor becomes aware, shall be treated as confidential information.
7. Treatment. Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.
12. Reservation of Rights. Although adherence to this policy is considered a condition of continued employment, nothing in this policy shall alter an employee's status and shall not be deemed a contract or promise of employment. (Amended April 12, 2000)