

***CAMERON APPRAISAL DISTRICT***

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***Employee Handbook***

***Adopted June 13, 2005***

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## **WELCOME & INTRODUCTION**

*Welcome to the Cameron Appraisal District. This personnel guide contains information about the employment policies of the Cameron Appraisal District ("CAD" or "District"), in effect at the time of its publication. We are glad to have you as a member of our team, and we want to hope you will have a pleasant and satisfying experience.*

*This guide is only a summary of the District's policies. These policies cannot be so precise as to describe every employment situation that may occur at present or in future circumstances. Instead, it is the intent of these policies to bring about the highest possible degree of understanding, cooperation, efficiency and good will on a day-to-day basis among employees of the CAD.*

*The Board of Directors of the CAD intends to promote a personnel administration program that equals or exceeds that of comparable entities with similar political-economic-social attributes. In return, the CAD will attempt to employ and retain those persons best qualified on the basis of merit and fitness to carry out the service program of the District. The provisions of these policies are to be followed, tested and reviewed periodically for any required changes. The Board of Directors may add, delete or change any of these policies at any time they deem appropriate.*

*Employee's who have questions concerning District policies, employment benefits or any other matter concerning their employment, are encouraged to contact their Personnel Director for further information and clarification.*

*Again, Welcome! I look forward to our working together.*

*Adopted on April 13, 2005*

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*Frutoso M. Gomez, Jr.  
Chief Appraiser  
Cameron Appraisal District*

## **Mission Statement and Pledge**

*The Cameron Appraisal District (CAD), like all appraisal districts, was created by the Texas Legislature in 1979. The CAD exists to administer the property tax valuation and exemptions of all taxable property within its jurisdiction in accordance with the requirements of law. The foremost requirement of law is to insure fair and equal property valuation for all taxpayers and taxing units.*

*The CAD Board of Directors, its chief appraiser and staff are all equally committed to provide the taxpayers of Cameron County outstanding customer service, friendly access to our data, clear understanding of the tax process in Texas and help taxpayers be an effective part of the property tax process. An integral part of our mission is to employ competent staff, provide for continuing education of the staff and inspire CAD staff members to provide service to each taxpayer with courtesy and efficiency.*

*The CAD understands the need for accuracy in the tax process and its importance to both the taxpayer and the taxing entities (cities, schools, county and various special districts) we serve. In support of this, the CAD is prepared to assist taxpayers and taxing entities through the administrative and judicial review processes.*

*Our pledge at CAD is to serve the public with the highest ethical standards, diligence, accuracy and professionalism. Essential to this mission and pledge is for every employee of the District to personify each of these qualities with COURTESY AND EFFICIENCY.*

## **CHAPTER I**

### **DEFINITIONS & OBJECTIVES**

#### **Section 1. Definitions**

*The following definitions apply to these policies unless the context clearly indicates otherwise.*

- a. **Regular Full-Time Employee:** Employed for at least 40 hours a week and receives full benefits as provided by CAD and has successfully completed the probationary period.*
- b. **Part-Time Employee:** Employed for less than 32 hours a week. Part-time employees are not eligible for vacation, sick leave, and other benefits provided by the district except worker's compensation insurance.*
- c. **Temporary Employee:** Employed on a part-time or full time, for a definite period of time. This type of employment may be renewed. These employees are not eligible for vacation, sick leave, and other benefits except worker's compensation insurance.*
- d. **Seasonal:** Employed on a part-time or full-time, on a recurring basis (i.e. ARB security, ARB Temps. etc.). These employees are not eligible for benefits offered by the District except worker's compensation insurance.*
- e. **Probationary Employees - There are three types of probationary employees:***
  - 1. **New Employee - An employee who has not completed the initial probationary period of employment with CAD as described in this Handbook. These employees are not eligible for benefits with the exception of workers' compensation insurance & retirement.***
  - 2. **Current employee, new position - An existing employee who retains any benefits and may incur additional duties commensurate with the new position. Notwithstanding the availability of accrued vacation or other paid leave, these probationary employees are encouraged to minimize absences in the interest of evaluating performance and consistency of training during the probationary period.***
  - 3. **Current employee, disciplinary probation - An employee whose benefits and basic duties do not change. However, additional duties***

*may be required during a probationary period to evaluate job performance and corrective/disciplinary action.*

- f. Immediate Family: Immediate family members are husband, wife, son, daughter, father, mother, brother, sister, or legal dependent assigned by the courts.*
- g. Retiree: A retiree of the Cameron Appraisal District is an employee who has ceased working from his or her active vocation or profession with the District upon meeting eligibility requirements of the Texas County & District Retirement System (TCDRS) and who is currently receiving retirement pension funds from the TCDRS.*
- h. Entity: The Cameron Appraisal District.*
- i. Exempt Employee: Certain department directors, supervisors, and other employees, as defined under Fair Labor Standards Act, who are not subject to overtime pay or comp time but has a set salary.*
- j. Non-Exempt Employee: An employee who is not exempt under the Fair Labor Standards Act and will be compensated for any hours worked in excess of 40 hours in one work week.*
- k. Anniversary Date: The date an employee was employed or the last promotion date.*
- l. Employment Date: The date on which an employee begins service with the District.*
- m. Chief Appraiser: Appointed by the Board of Directors to manage all affairs of the Cameron Appraisal District.*
- n. Area Managers: A person appointed by the Chief Appraiser who is responsible for the administration of a department(s).*
- o. Supervisor: Any person responsible for directing the work of others.*
- p. Active: Any employee who is actively at his place of employment as specified in his designated work schedule.*
- q. Inactive: Any employee on leave without pay.*
- r. Grievance: A complaint about a condition of work place which the supervisor has the authority to correct.*
- s. Separations: Any terminations of employment. Termination may include death, discharge, lay-off, resignation, retirement or work completion.*

- t. **Overtime:** Pay for hours actually worked in excess of 40 hours in one work week at a rate not less than time and one-half-the employees regular rate of pay.
- u. **Compensatory Time for Hourly Employees:** Time off in lieu of pay for hours actually worked in an excess of 40 hours in one work week at a rate not less than time and one half for each of the regular hours. Time frame for pay out of compensatory is set forth by each department.
- v. **Discretionary Time:** Time off allowed to exempt employees for hours worked in excess of 40 hours in one work week.
- w. **Personnel Department:** Reference to the Personnel Department for the Cameron Appraisal District, shall apply as the context requires.
- x. **Hours of operation:** Normal office hours are between 8:00am to 5:00pm Monday thru Friday. However, some positions may require a variation in work schedules. Each department manager will outline the employees work schedule based on the departments functions and needs.
- y. **Taxpayer Liason officer (TLO):** Reports to the board of directors any concerns/complaints from the general public.

## **Section 2. Applicability**

***These guidelines shall apply to all District employees. An “employee” is any person serving in a regular or temporary paid position in the District. A person on retainer or under contract is not considered to be a District employee in the absence of a specific agreement to that effect. All District employees shall be informed of all these policies and each department head shall keep a copy available for reference for his/her employees. Employee manuals outlining the general personnel policies of the District will be furnished to all employees for their personal; use and reference.***

## **Section 3. At Will Provisions**

***All employees of the CAD are employees at-will and, as such, are free to resign at any time with or without reason. The CAD, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this handbook or any other CAD policy or practice is intended to be nor should be construed as a guarantee that employment or any benefit program will be continued for any period of time. Any salary figures stated to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to create an employment contract for any specific period of time. Furthermore, the contents of this handbook or any other CAD policy or practice in no way constitutes an employment contract. Final interpretation and application is***

*within the discretion of the CAD. The terms of this policy manual may be unilaterally modified, discontinued or interpreted by the CAD at any time. Other than the Chief Appraiser, no Manager or representative of the CAD has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment or any benefit other than at-will. Only the Chief Appraiser has the authority of make any such agreement, and then only in writing signed by the Chief Appraiser or his designee which specifically references this change in the term and/or condition of employment.*

#### **Section 4. Objectives**

*The purpose of these policies is to bring into the service of the District a high degree of understanding, cooperation, efficiency, and unity which comes through a systematic application of good procedures in personnel administration, and to provide a uniform policy for all employees, with all of the benefits that such a program insures. The basic objectives of these policies are:*

- (a) To promote and increase efficiency and economy in the service of the District.*
- (b) To provide fair and equal opportunity to all qualified applicants to enter District employment on the basis of demonstrated qualifications, merit and fitness as ascertained through fair and practical methods of recruitment and selection.*
- (c) To develop a program of recruitment, advancement, and tenure which will make employment with the District attractive as a career and encourage each employee to render his/her best services to the District.*
- (d) To establish and promote high morale among District employees by providing a good working environment, uniform personnel policies, opportunity for advancement, and consideration for employee needs and desires.*

*As an employee of the District, you are a public employee with a responsibility to the citizens of the District. The quality of service provided by the District to its citizens depends upon the quality of its employees. Your conduct on the job and the way you perform your duties are both subject to public scrutiny. Contacts which you may have with citizens are often the only basis on which the District is judged. Therefore you owe it to yourself and the District to serve the public to the best of your ability in a courteous and responsible manner. Attitude and deportment of District employees should at all times be such as to promote the good will and favorable attitude of the public toward the District's programs and policies.*

## **Section 5. Equal Opportunity**

*It is the policy of CAD to provide equal employment opportunity for all persons by placing the most qualified person in each job, with or without regard to race, color, religion, age, sex, national origin, physical or mental disability, veteran status, or any other classification protected by federal, state or local law. This applies to, but is not limited to, hiring, placement, promotion, demotion, transfer, recall, recruitment, recruitment advertising, lay-off or termination, rate of pay or other forms of compensation, selection for training and all other aspects of employment.*

## **Section 6. Harassment & Sexual Harassment**

### ***“Prohibited Harassment Policy”***

*The CAD is committed to providing all of its employees with a workplace free of harassment. The CAD strictly prohibits any harassment of any employee by fellow employees, by members of management, or by non-employees on account of an employee’s race, color, age, religion, national origin, sex or disability (physical or mental). Thus, the use of racial and ethnic slurs, unsolicited or unwanted “jokes”, name-calling, derogatory statements or any other acts of harassment regarding any individual’s age, race, gender, religion, nationality or disability are strictly prohibited.*

### ***“Sexual harassment”***

*Sexual harassment and intimidation is prohibited in the CAD work force. It is the policy of the CAD to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee who has committed such conduct.*

*Generally, sexual harassment is defined as making unwelcome sexual advances, requesting sexual favors and other verbal or physical conduct of a sexual nature when:*

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment, or*
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment affecting that individual, or*
- c. Such conduct has purpose or effect substantially interfering with an individual’s professional performance or creating an intimidating, hostile, or offensive employment 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, audio or visual material, and physical conduct, such as patting, pinching, or brushing against another’s body.*

*It is the responsibility of management to create an atmosphere free of sexual harassment. It is the responsibility of each employee to respect the rights of fellow employees. For the purpose of interpretation and application of this policy, the following examples of sexual harassment are set forth:*

- 1. Overt physical: the employee is subjected to actual touching or objectionable contact.*
- 2. Overt non-physical: the employee is approached with the suggestion of sexual relations, coupled with stated or suggested adverse consequences that would result from rejection of the advances.*
- 3. Subtle: the employee is approached in a more subtle manner, with the suggestion that "friendly" employees will have more opportunities for advancement, etc.*

*The above are only examples of the type of conduct which would support a finding that sexual harassment has occurred. Any employee who is found to have exercised these forms of sexual harassment is subject to reprimand up to and including immediate termination, as is appropriate.*

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

#### **Section 7. Other Types of Harrassment**

*The CAD also prohibits harassment on the basis of race, color, national origin, religion, gender, physical or mental disability, age, veteran status, protected activity, or any other characteristic protected by applicable law. Such prohibited harassment includes but is not limited to the following examples of offensive conduct:*

- Ē Verbal conduct such as making or using threats, epithets, derogatory comments, slurs, explicit or offensive jokes, or comments about characteristics related to one's legally protected status.*
- Ē Visual conduct such as gestures or the display or dissemination of derogatory objects, pictures, articles, posters, cartoons, letters, notes, invitations, or drawings.*
- Ē Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.*
- Ē Offensive physical conduct such as assault, unwanted touching or impeding or blocking normal movement.*

**Ē Retaliation for making or threatening to make harassment reports to the Company, or for participating in an investigation into harassment allegations.**

### **Section 8. Complaint Procedure for Harassment or Sexual Harassment**

***An employee who feels that he or she has encountered, experienced, or witnessed harassment or sexual harassment should immediately report the incident(s) to his/her immediate department manager or personnel department in writing. If your complaint is of the department manager or you are uncomfortable for any reason submitting the complaint to the department manager, submit your written complaint to the Chief Appraiser immediately. If, on the other hand, the person allegedly engaging in sexual harassment is the Chief Appraiser, the written complaint should be filed with the TLO immediately, or as soon as practicable, to ensure prompt, appropriate action is taken in accordance with the complaint procedure outlined below. The District forbids retaliation against anyone who has reported alleged harassment or sexual harassment. The Chief Appraiser (or the TLO, when appropriate) will receive and process all complaints of harassment or sexual harassment and will be responsible for coordinating all investigations.***

***The Chief Appraiser (or the Board) will make a determination of whether reasonable basis exists to believe that harassment or sexual harassment has occurred. If such reasonable basis exists, the Chairperson of the Board of Directors or Chief Appraiser will take appropriate action. To the extent practicable, the District will keep complaints of harassment or sexual harassment and the terms of the resolution of the complaint confidential.***

### **Section 9. Prohibition Against Retaliation**

***The CAD strictly prohibits retaliation against any person by another employee or by the Company for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the CAD or a governmental enforcement agency. Additionally, the CAD will not knowingly permit any retaliation against any employee who complains of prohibited harassment or who participates in an investigation. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefits.***

***The CAD does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.***

**Section 10. Americans With Disabilities Act**

***The District will not discriminate against otherwise qualified disabled persons in any aspect of the employment relationship including application, hiring, discharge, compensation, promotion, training and the administration of medical examinations.***

***Prohibited discrimination will include:***

- (a) Using employment standards, tests or other selection criteria which discriminate or perpetuate discrimination, or which tend to screen out the disabled, unless the criteria used is job-related for the position and consistent with business necessity, and the applicant or employee cannot otherwise perform through reasonable accommodation;***
- (b) Failing to select and administer employment tests which accurately reflect the skills and aptitude necessary to perform the job;***
- (c) Placing the disabled into certain jobs which do not have the same advancement opportunities or status available to others;***
- (d) Excluding or otherwise denying equal jobs and benefits to otherwise qualified disabled individuals;***
- (e) Denying equal access to the health insurance coverage provided to other employees;***
- (f) Not making reasonable accommodations to the known physical or mental limitations of otherwise qualified applicants or employees unless such accommodations would impose an undue hardship;***
- (g) Denying employment opportunities because of a need to make reasonable accommodations; or***
- (h) Participating in a contract or relationship which has the effect of illegally discriminating against qualified disabled applicants or employees.***

**Section 11. Dissemination and familiarity of policies**

***The Chief Appraiser shall require that all employees sign a statement stating that they have been furnished a copy of the employee manual outlining these policies.***

***It shall be the employee's responsibility to become thoroughly familiar with such policies.***

## **CHAPTER II**

### **RECRUITMENT AND EVALUATION**

#### **Section 1. Vacancy Identification**

*Department heads shall notify the Personnel Department immediately when job vacancies occur in their department. Only those vacancies allocated in the annual budget or new positions authorized by the District shall be filled. Vacancies may be filled through public announcement, promotions, transfers, demotions, reinstatement.*

#### **Section 2. Announcement of Vacancies**

*The Personnel Department shall publicly announce by appropriate means all job vacancies. Each job announcement, insofar as practical, shall specify the title, salary or group step range, and nature of the job; the required qualifications; whether the vacancy is open to the general public or restricted to District employees; and the application deadline. The District shall through the personnel department advertise in house and reserves the right to advertise outside the District. In house postings will be limited to 72 hours, and any applicants received after the 72 hours will not be considered.*

*Each announcement shall also contain a statement affirming the District's commitment to a policy of equal employment opportunity.*

#### **Section 3. Applications**

*Applications for employment, reinstatement, or transfer shall be submitted in the manner specified in the applicable announcements. Each department may cease accepting or processing applications at any time in accordance with administrative requirements.*

#### **Section 4. Applicant Evaluation**

*Applicants shall be required to provide any information and complete any examinations necessary to demonstrate compliance with prescribed standards for appointment to the position involved.*

*Depending upon the nature of the vacancy, all applicants may be required to undergo written, oral, performance, physical agility background, and/or other evaluation procedures as reasonably related to essential job functions.*

**Section 5. Disqualification**

*An applicant shall be disqualified from consideration if he/she:*

- (a) has made a false statement of fact on the application, depending upon the seriousness, willfulness and applicability of the false information to the position as determined;*
- (b) does not meet the qualifications necessary for performance of the duties of the position involved;*
- (c) is not eligible for employment in the United States at the time application is made.*
- (d) would be in violation of the District's nepotism policy or laws.*
- (e) An applicant may also be disqualified from consideration upon other reasonable grounds relating to the job requirements.*

**Section 6. Referral**

*Subject to approval by the Chief Appraiser, the Personnel Department shall prescribe standard operating procedures for the referral of applicants to departments and divisions and for the subsequent consideration of these applicants. The procedures shall provide for departments and divisions to report to the Personnel Department the disposition of all referred applicants and the reasons.*

*The Personnel Department is the main department for processing all applications and for answering questions to the status of appointments.*

**CHAPTER III**  
**APPOINTMENT, PROMOTION AND TRANSFER**

**Section 1. Authority for Appointment**

*The appointing authority for any positions shall rest with the Chief Appraiser. The Chief Appraiser may delegate hiring authority to the department manager for those positions to be under their supervision.*

*Appointments shall be made based on the qualifications of applicants. It shall be the goal of the District to appoint the most qualified applicant to the position.*

**Section 2. Administrative Authority**

*The District shall be responsible for establishing the policies under which personnel matters are to be administered. The general and final authority for personnel management rests with the Chief Appraiser, who shall develop, administer, and interpret the personnel policies and procedures as they apply to all departments and employees.*

*Each department manager is responsible within the scope of his/her authority for enforcing the provisions of these policies and related rules and procedures in regard to matters involving his/her department. Department managers may prepare and enforce additional policies within their department provided they are not inconsistent with these policies and have been approved by the Chief Appraiser.*

**Section 3. Types of Appointments**

*An appointment is ordinarily of indefinite duration and may be made to a full time or part time position as follows:*

- a. Regular Full-Time Employee: Employed for at least 40 hours a week and receives full benefits as provided by the District and has successfully completed the probationary period.*
- b. Part-Time Employee: Employed for less than 32 hours a week. Part-time employees are not eligible for vacation, sick leave, and other benefits provided by the district except worker's compensation insurance.*
- c. Temporary Employee: Employed on a part-time or full time, for a definite period of time. This type of employment may be renewed. These employees are not eligible for vacation, sick leave, and other benefits except worker's compensation insurance.*

**d. Seasonal: Employed on a part-time or full-time, on a recurring basis (i.e. ARB security, ARB Temps. etc.). These employees are not eligible for benefits offered by the District except worker's compensation insurance.**

**e. Probationary Employees - There are three types of probationary employees:**

**1. New Employee - An employee who has not completed the initial probationary period of employment with CAD as described in this Handbook. These employees are not eligible for benefits with the exception of workers' compensation insurance.**

**2. Current employee, new position - An existing employee who retains any benefits and may incur additional- commensurate with the new position. Notwithstanding the availability of accrued vacation or other paid leave, these probationary employees are encouraged to minimize absences in the interest of evaluating performance and consistency of training during the probationary period.**

**3. Current employee, disciplinary probation - An employee whose benefits and basic duties do not change. However, additional duties may be required during a probationary period to evaluate job performance and corrective/disciplinary action.**

#### **Section 4. Other Laws And Regulations**

**The provisions of this policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state, local laws, or regulations. Unenforceable provisions of this policy shall be deemed to be deleted.**

#### **Section 5. Medical Examinations and Pre-employment Drug Screening**

**A person who has been offered employment shall be required to take a medical, physical and drug screening examinations at the District's expense given by a doctor designated by the District.**

**The offer of employment will be conditional upon the results of the examination; however, these results will not be used to discriminate on the basis of a qualified disability.**

**The information obtained regarding a medical condition or history will be collected and maintained in separate medical files and shall be treated as confidential medical information. The Chief Appraiser, acting upon information provided by medical personnel, shall be the final authority in determining medical suitability for employment.**

**The Chief Appraiser may waive or modify the medical examination requirements for any or all part time positions, or temporary employees. With the approval of the Chief Appraiser, a department manager may require that a current employee successfully**

*undergo a medical examination at the District's expense to determine fitness for continued employment, for promotion or other personnel action. The Chief Appraiser may require a department manager to successfully undergo a medical examination at District's expense to determine fitness for continued employment, for promotion or other personnel action.*

#### **Section 6. Emergency Temporary Appointments**

*The Chief Appraiser is authorized to hire temporary or part-time employees in cases of emergencies or unusual or extraordinary circumstances, which impose demands that exceed the manpower capabilities of the District. Emergency temporary appointments shall not be used to circumvent the normal appointment procedures. These temporary appointed employees involved shall not acquire any status or rights in the position to which they are temporarily appointed.*

#### **Section 7. Promotion Policy**

*A promotion is the assignment of an employee from one position to another position at higher salary. It shall be District Policy to provide promotional opportunities whenever possible and practical. The selection process may be limited to qualified District employees or such other employees that may be given preference in the application and/or consideration process. Opportunities for promotion between departments may occur, with approval from the Chief Appraiser being necessary prior to such promotion.*

#### **Section 8. Temporary Promotion**

*The Chief Appraiser may authorize a temporary promotion to insure the proper performance of District functions if a position is vacant or its regular employee is absent. Employees so promoted may be additionally compensated for the duration of their temporary assignments in amounts to be determined by the Chief Appraiser.*

*However, temporary promotions shall not be used to circumvent normal selection procedures, and those employees involved shall not acquire any status or rights in the position to which temporarily promoted. Nothing herein shall be construed to prevent the assignment of additional or higher level of duties to an employee without additional compensation.*

#### **Section 9. Transfers**

*A transfer is the reassignment of an employee from one position to another involving no change of pay, salary or benefits. A transfer not involving promotion or demotion may be affected at any time for administrative convenience or necessity, or upon request of the employee to the department head, or if interdepartmental, to the Chief Appraiser; provided that the employee is qualified to perform the duties of the position to which a transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process. The Personnel Department must be*

*notified immediately of the transfer. Transfers between departments shall become effective following approval of the Chief Appraiser.*

#### **Section 10. Demotions**

*A demotion is the assignment of an employee from one position to another, which is a lower salary and/or or benefits. A demotion may be effected for disciplinary action upon recommendation of the employee's department head and with the approval of the Chief Appraiser. If qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her own request or as an alternative to layoff.*

*Demotions, when used as an alternative to layoff, may be fully or partially rescinded at anytime.*

#### **Section 11. Nepotism**

*No one shall be employed in violation of the nepotism statutes of the State of Texas. No relative {spouse, child, brother, sister, parent, aunt, uncle, nephew, or niece, by affinity (marriage) or consanguinity (blood )} of a member of the District's Board or of a District employee may be employed by the District.*

*Should any two existing employees become relatives as defined by this policy, one of them shall be required to terminate his/her employment. If the two employees cannot mutually agree as to who will terminate their employment, the Chief Appraiser will determine whose retention is in the best interests of the District.*

*The Chief Appraiser may use his/her discretion in employing temporary employees who are relatives of Board members or of existing employees.*

*Relatives employed by the District on or before the date of January 1, 2001 shall not be affected by this policy. However, any subsequent changes in relationships will be covered by the provisions of this policy.*

*The District strongly discourages dating relationships between its employees. Should any employee of the District become involved with another employee of the District, either employee or both will face possible termination should their relationship cause disharmony in the workplace.*

#### **Section 12. Employment Orientation**

*All new employees shall be given an orientation about the nature of the job, the benefits, obligations and responsibilities of the position, and the general policies and procedures of the District and the department in which he/she is to be employed. In addition, the District will obtain such information needed for insurance programs,*

*determining citizenship status, etc., that was not provided in the application for employment.*

*The employee shall also be furnished with a copy of the District personnel policies for their personal use and reference at this time, and the employee, by signature, shall acknowledge its receipt.*

**Section 13. Reasonable Accommodations for Disabilities**

*When an otherwise qualified employee is determined by medical authority to possess a physical or mental disability, as defined by the ADA. The department head and/or Chief Appraiser will review the case and decide what reasonable accommodation is appropriate, as required by law. Applicants with known physical or mental limitations will be provided with reasonable accommodations to District facilities. Any employee or applicant with known physical or mental disability, as defined by the ADA, who believes reasonable accommodation is not being provided may submit a written grievance according to the voluntary grievance procedures found in Chapter 8, Section 7.*

## **CHAPTER IV PROBATION**

### **Section 1. Probationary Period**

*Every newly employed person or promoted employee shall be required to successfully complete a probationary period of three (3) months. The beginning salary for all new employees will start at three (3) steps below the base salary for the position applicable. Upon successful completion of their probationary period, all new employees will be increased by three steps. At no time, will an employee be below the minimum wage requirements.*

*Upon successful completion of such probationary period, the employee will be classified as a regular full time employee and automatically becomes eligible for a three (3) step increase and benefits offered by the District.*

*During or before the end of the probationary period, the supervisor may discharge or discipline any employee, and such disciplinary action or discharge shall not be subject to any grievance or arbitration.*

*Regular full time employees may be put on probation if deemed necessary by the department manager and/or the Chief Appraiser for low job performance and disciplinary action. During this probationary period, the employees pay may be reduced one (1) step for the duration of their probation, and returned to normal upon completion.*

### **Section 2. Purpose of Probationary Period**

*The department heads shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs.*

*Only those employees who meet acceptable standards and minimum job qualifications during their probationary periods are eligible to be retained. Department managers shall submit an evaluation report on each probationary employee to the Chief Appraiser prior to the completion of the probation.*

### **Section 3. Failure of Probation**

*An employee shall fail probation when, in the judgment of the department manager or Chief Appraiser, the employee's fitness and/or quality of work are not such as to merit continuation in the job or the employee fails to obtain any required certification. Failure of probation may occur at any time within the probationary period and shall not be considered part of the disciplinary process. Any employee who fails probation will be terminated; however, if desirable, the employee may be administratively transferred to another position.*

***A newly-promoted employee who fails probation may be returned to his/her former job if a vacancy exists and will be eligible for consideration for future advancement. Department heads shall insure the thorough documentation of all cases of failure of probation and report the same to the Chief Appraiser and Personnel Department for record keeping purposes.***

**CHAPTER V  
PERFORMANCE  
EVALUATION & COMPENSATION**

**Section 1. Salary and Wage Plan**

*Subject to the approval by the District Board of Directors, the Chief Appraiser shall prepare and administer a written compensation plan for District employees. This compensation plan shall be prepared annually and submitted to the District Board of Directors for approval at the time of adoption of the annual District budget. District employees shall be paid salaries of wages in accordance with the compensation plan if eligible.*

**Section 2. Employee Pay Schedule**

*All employees will be paid semi-monthly (15<sup>th</sup> and last day of month). Pay dates falling on a recognized holiday or weekend will be scheduled for the preceding workday.*

*When an employee is on authorized leave, the employee may pick his/her paycheck from the Finance Department or have an authorized representative pick up the paycheck with a signed document.*

*It is typically the District's policy that no advance on wages will be made. However, in extenuating circumstances (no more than three (3) times annually) , requests for an advance on wages three days prior to payday must be made to the area manager and approved by the Chief appraiser.*

**Section 3. Vehicle Compensation & Requirements**

*For personally owned automobiles used on District business the following guidelines will be used:*

**Monthly vehicle allowance** - *In order for the district to meet its stated goals, some of the employees will have to use their own vehicles to perform their duties. Employees of the district who regularly use their own vehicles in conducting the District's business will be paid a flat monthly rate on a bi-monthly basis. The amount will be fixed regardless of mileage used or reason for the usage and will be within the limits of the approved budget. Employees drawing a monthly car allowance will not be reimbursed at a per mile rate for in-district mileage, but will be reimbursed at the Internal Revenue Service rate for out-of-district travel.*

*Employees not drawing a monthly vehicle allowance - These employees will be reimbursed at the Internal Revenue Service rate when using their vehicle on approved District business.*

*All employees receiving monthly vehicle allowances for using their vehicles must maintain valid insurance coverage. These employees must have a liability policy for the minimum requirements for the State of Texas. This is a condition of employment with CAD and a copy of the policy or other proof of liability insurance must be on file with CAD. Failure to provide and maintain the liability insurance required will require the district to take corrective action which may lead to suspension or termination.*

*“In-District” travel is defined as the boundaries of Cameron County. Any employee receiving a vehicle allowance will not be eligible for reimbursement unless they are required to travel outside of the district. All other employees required to travel within the district boundaries will be reimbursed at the IRS published rate.*

*“Out of District” Travel is defined as the travel to and from a point of business outside Cameron County. Any employee traveling out of district will be reimbursed as followed: (a) if any regular employee currently receives an auto allowance, mileage will be calculated from the County line to the destination and back to the County line. (b) all other employees will be compensated at the IRS published rate, and the mileage will be calculated from the District office to the desired destination and back to the office.*

*All employees will need to provide the proper insurance coverage requested by the District.*

*Any exempt employees that currently receive an auto allowance, are exempt from claiming mileage within the Rio Grande Valley area.*

#### **Section 4. Emergency Duty Pay**

*Employees called back to work emergencies shall be compensated in accordance with applicable overtime policies.*

#### **Section 5. Overtime and Compensatory Time**

*All non-exempt employees are to receive compensatory time in lieu of overtime pay in accordance with the Fair Standards Act. Overtime when ordered for the maintenance of essential District functions, shall be allocated as evenly as possible among all employees qualified to perform the work. For all scheduled and approved time worked in excess of a regular workweek, comp time will be at the rate of one and one-half (1-1/2) hours per work hour. Overtime will be paid for all time worked over (40) hours per week unless such employees are exempt from overtime pay. No sick time, vacation time, holiday time, time taken for jury summons, traveling to and from conferences or seminars shall be considered when determine overtime pay. All overtime pay work must be clearly reflected on the employees’ time record before it is approved. Department managers are not eligible for overtime pay; however, department managers may be allowed to take time off from time to time at the discretion of the Chief Appraiser.*

***An employee must obtain approval in advance from his/her department manager prior to working overtime. Working overtime without approval may result in disciplinary action, up to and including discharge.***

***Department managers will be responsible for recording all overtime work performed within their department, with a copy of such record given to the Personnel Manager. Management does not qualify for overtime or accrued compensatory time.***

***Should you wish to utilize any of your accrued compensatory time off, please notify your supervisor as much ahead of time as possible, but no later than five (5) days before the date you wish to take time off. Unforeseen circumstances will be the only exception to this policy. Compensatory time off for hours accrued are to be scheduled and approved by the Manager or Chief Appraiser. Your request will be approved unless granting the time off would unduly disrupt our operations.***

***Upon termination, if you have any accrued and unused compensation time you will be paid for such time at the higher of the following rates:***

- 1. The average regular rate received by you during the last three (3) years of your employment, or***
- 2. Your final regular rate of pay when terminated.***

***Notwithstanding any of the foregoing, the District reserves the right, in its sole and exclusive discretion, to pay its employees for all or any part of the compensatory time they may have accrued rather than allowing them time off. Should the District make such a decision, it will pay employees for their accrued, but unused time off at the regular rate the employee is earning on the date.***

***By accepting employment and/or continuing employment with the District, all employees will be presumed to have agreed to the foregoing provisions dealing with compensatory time.***

***Employees who are eligible to earn comp time are required to use earned comp time in the period in which it is earned. For the purpose of this policy, "the period in which it is earned" shall be twenty (20) business days from the date the compensatory time is earned. This policy will only be excepted during the ARB preparation and appeals season which runs from February 1 thru July 25. The Chief Appraiser will assign time off as he or she sees fit, if any employee has compensatory time remaining at the end of September 30th.***

#### **Section 6. Employee Performance Evaluation**

***The work performance of each regular employee shall be evaluated in accordance with appraisal procedures developed and approved by the Chief Appraiser. An employee shall be evaluated at least annually. Special evaluations may be conducted if requested by the department manager and approved by the Chief Appraiser. Performance evaluation reports shall be on forms provided by the Chief Appraiser***

*through the Personnel Office. All performance evaluation reports shall be signed by the employee and permanently placed in the employee's personnel file. Employees shall be provided copies of their performance evaluation reports if requested. The performance evaluation is designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding pay increase, promotions, and retention of employees. Evaluators shall discuss the evaluation results with the individual employee and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. Employees dissatisfied with their performance evaluation may seek reconsideration by using the established voluntary grievance procedures.*

#### **Section 7. Merit Increase**

*Merit pay increase may be granted by the District in accordance with the compensation plan and District budget. These merit increases are intended to reward outstanding personnel and as an incentive to motivate employees in their performance and productivity.*

#### **Section 8. Termination Pay**

*Upon separation from District service for any reason, employees shall receive all pay due them in accordance as follows:*

- (a) An employee will be paid for any hours worked and for any compensation time due him/her.*
- (b) Only employees who have successfully completed their probationary period shall be paid for unused vacation time earned.*
- (c) Any indebtedness to the District which the employee might have incurred shall be deducted from his/her final paycheck.*
- (d) If an employee dies while employed by the District, the District shall pay his/her designated beneficiary for any unpaid pay, unused vacation time.*

## **CHAPTER VI ABSENCES & LEAVES**

### **Section 1. Holidays**

*In addition to any days as may be declared by the District , the following days shall be observed as official holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day:*

- (a) Regular full-time employees shall be entitled to paid holidays.*
- (b) Part-time, temporary, and seasonal employees shall not be compensated for such holidays unless they work on such holiday.*
- (c) Regular part-time, temporary and seasonal employees will be given unpaid holidays.*
- (d) If the holiday falls on Saturday, the preceding Friday, shall be observed; if a holiday falls on Sunday, the following Monday shall be observed.*
- (e) An employee on unauthorized leave on the working day immediately preceding and/or following a holiday shall lose pay for the holiday as well as for the other day or days off.\**
- (f) Holidays falling within an employee's vacation period or within a period of absence properly chargeable to illness shall not be counted against vacation or sick leave.*
- (g) Employees desiring to observe religious holidays not listed herein may be given time off without pay or may be authorized to use accrued vacation leave.*

### **Section 2. Vacation**

*Regular full time employees in their first year of service shall earn vacation leave at the rate of 1.67 hours per pay period for a total of forty hours (40) one (1) week of vacation leave in the first year.*

*The rate of accrual shall increase to 3.34 hours per pay period for year two (2) thru year ten (10) which is equal to eighty hours (80) two (2) weeks of vacation leave.*

*After ten 10 years of continuous service, accrual shall increase to a rate of 5.00 hours per pay period for a total of one hundred and twenty (120) hours three (3) weeks of vacation leave per year.*

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*Part-time, temporary, and seasonal employees shall not earn vacation leave.*

*Vacation leave shall be administered according to the following rules:*

- (a) Vacation leave shall accrue from the date of employment, including probationary period.*
- (b) Employees shall not be eligible to take vacation leave until completion of the required probationary period.*
- (c) A written request shall be submitted to the Department Manager. Such request shall be submitted not less than (10) working days in advance except for time needed for emergencies and/or unplanned personal/family matters which are not covered within other provisions of this handbook.*
- (d) After the employee's first year of service, employees shall be encouraged to use their full vacation allowance before the end of their anniversary date. Unused vacation leave may be carried over into the following fiscal year, but employees shall not accrue more than one hundred twenty (120) hours as of the end of any given calendar year unless authorized by the Chief Appraiser. All unused vacation time in excess of the maximum accrual allowable shall be forfeited without further notice.*
- (e) Vacation leave shall only be charged for time during which the employee would ordinarily have worked.*
- (f) Employee's being laterally transferred, promoted, or demoted shall retain any accrued vacation leave.*
- (g) Vacation leave credits are not transferable between employees.*
- (h) Employees eligible to take unpaid leave under the Family Medical Leave Act (FMLA) are required to use accrued paid vacation leave as FMLA leave, unless the employee is on leave receiving worker's compensation benefits.*
- (i) The District may inquire as to the reasons for an employee taking vacation leave to determine if it is for a reason which would qualify for FMLA leave if vacation leave is being taken for an FMLA-qualifying reason, the leave shall also be charged to the employee as FMLA leave.*
- (j) An employee, who sustains an on-the-job injury which prevents the employee from returning to work and performing the essential functions of his or her position, may not use his or her accrued vacation leave to supplement his or her worker's compensation benefits except as outlined in the workers compensation section.*

### **Section 3. Sick Leave**

***All regular full time employees shall earn sick leave at the rate of 4.00 hours per pay period, for a total of ninety six (96) hours of sick leave per year. Part-time, temporary, and seasonal employees shall not earn sick leave.***

***Sick leave is granted by the District for the purpose of permitting an employee to be relieved of his/her duties during his/her actual illness or injury or when an employee is required to attend to his/her spouse or minor children who are ill or incapacitated and who also reside in the same household as the employee. Sick leave may also be used for dental and ocular appointments. Employees who use their sick leave without just cause may be disciplined up to and including dismissal.***

***Employees missing more than three (3) consecutive workdays due to illness or injury shall provide a statement from his/her doctor regarding the illness. Failure to do so may result in dismissal, suspension, and/or forfeiture of benefits.***

***Employees may accumulate sick leave benefits up to a maximum of seven hundred and twenty (720) hours or ninety (90) days and shall be administered according to the following rules:***

- (a) Sick leave shall accrue from the date of employment, including probationary period.***
- (b) Sick leave may not be taken in advance of it being earned.***
- (c) Sick leave may be taken in minimum increments of four (4) hours. A Reduction of the time increment shall be granted only for medical and/or dental appointments. An appointment card must be attached to request sheet.***
- (d) If an any employee becomes ill and cannot report to work, the employee must report his/her absence to his/her immediate supervisor on or before his/her regular reporting time so that such absence be charged to sick leave. Failure to report in will subject the employee to disciplinary action to include a dock in pay or termination of employment.***
- (e) An employee who becomes ill or injured during a vacation may request that the vacation be terminated and the time of illness be charged to sick leave. Such request must be made immediately upon occurrence of the illness or injury to the department manager. A doctor's statement will be required in such instances.***
- (f) After an employee's accumulated sick leave has been exhausted, accrued vacation may be used as sick leave. When absence due to an illness exceeds the amount of paid leave authorized, the pay of an employee shall be discontinued until he/she returns to work.***

- (g) An employee who is pregnant or if their spouse is pregnant may use accrued sick leave for maternity/paternity purposes prior to delivery and for a reasonable time following delivery as may be deemed necessary by the physician.*
- (h) An employee terminated from employment with the District must submit certification of illness from a doctor before being eligible to use sick leave in the last two (2) calendar weeks of employment.*
- (i) Accumulated sick leave will not be compensated for in any way at the time of termination, whether by resignation, retirement, or dismissal.*
- (j) Employees eligible to take unpaid leave under the Family Medical Leave Act (FMLA), are required to use accrued paid sick leave as FMLA leave, unless the employee is on leave receiving worker's compensation benefits.*
- (k) The District may inquire as to the reasons for an employee taking sick leave to determine if it is for a reason which would qualify for FMLA leave. If sick leave is being taken for an FMLA qualifying reason, the leave shall be charged to the employee as FMLA leave.*
- (l) An employee, who sustains an on-the-job injury which prevents the employee from performing the essential functions of his position, may not use his or her accrued sick leave to supplement his or her worker's compensation benefits except as outlined in the workers compensation section.*
- (m) Sick leave is a privilege not a right. Abuse of this privilege will subject an employee to disciplinary action to include termination of employment. The District may inquire as to the reasons why an employee is requesting or has taken sick leave to determine if the leave is for an FMLA-qualifying reason.*

#### **SECTION 4. Well Pay**

*Well Pay is a benefit afforded to employees as an incentive for them to utilize their sick leave benefit in the most effective manner for themselves and the District. It encourages employees to save their sick leave days for use when needed for lengthy illnesses and it rewards the employees for not exhausting all of their sick days each year, thus creating a cost savings for the District.*

*Eligibility for Well Pay depends on the employees' use of sick days between December 1st and November 30th of each year.*

*Employees only using zero (0) sick days will receive five (5) days' pay.  
 Employees only using one (1) sick day will receive four (4) days' pay.  
 Employees only using two (2) sick days will receive three (3) days' pay.  
 Employees only using three (3) sick days will receive two (2) days' pay.  
 Employees only using four (4) sick days will receive one (1) day's pay.*

*The amount of each "days' pay" is equal to the base salary's hourly rate time eight (8) hours of the respective employee.*

*Those employees using five (5) or more sick days will not receive any Well Pay.*

*Well Pay will be paid to eligible employees each year with their first payroll during the month of December (beginning 2006).*

#### **Section 5. Workers Compensation**

*District employees are covered by provision of the Workers' Compensation Law, and in cases not otherwise outlined below its provisions shall be followed. Nothing in this section is intended to conflict with the provisions of the FMLA and it is the District's intent to also comply with all the provisions of the FMLA.*

- a. The Chief Appraiser may direct the District physician to confirm the disability of all employees while on occupational disability or injury leave.*
- b. In all cases where occupational injury to an employee occurs and the employee has been on injury leave for two or more days, the department manager may confer with the District or authorized physician to review the progress of the case and make such recommendation to the Manager as he/she deems advisable.*
- c. Before employees who have been on injury leave return to full work status, they must provide their supervisors with return-to-work authorization signed by the authorized physician.*
- d. In cases where an employee is injured in the course of his employment and is certified as unable to work by the Manager or, authorized physician, workers' compensation indemnity income benefits begin to accrue on the eighth (8<sup>th</sup>) day after the first day an employee is unable to work.*
- e. If the employee is unable to work and the disability extends from the first day off through the seventh day off, the employee may select one of the following options:*
  - 1. accrued sick leave can be used after employee returns to work prior to the 28<sup>th</sup> day and only if workers comp has not paid for days one thru seven.*
  - 2. accrued vacation leave can be used after employee returns to work prior to the 28<sup>th</sup> day and only if workers comp has not paid for days one thru seven.*
  - 3. leave without pay*

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\* Personnel Policy

- f. When an employee is injured on the job, the department manager in charge of the injured employee shall complete an accident report form immediately and deliver it to the Personnel department.*
- g. No payment of regular wages will be made while an employee is out due to the injury.*
- h. Employee's position of employment with the District will be held for a maximum of 180 days from the date of injury. If the employee is unable to return to work within the 180 days, the employee's employment will be terminated due to incapacity.*
- i. For any leave taken for a worker's compensation injury that also qualifies as an FMLA condition, the leave shall also run concurrently with any FMLA leave.*

#### **Section 6. Military Leave**

*Full time employees of the District who are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties for up to fifteen (15) days in any one calendar year, without loss of vacation time or salary. Said leave may be used for all days during which they are engaged in authorized training or duty.*

*Request for approval of military leave must be accompanied by copies of the relevant military orders. Military leave in excess of fifteen 15 days will be leave without pay.*

*Full time employees of the District who enter active duty with State Military Forces or with the Armed Forces of the United States will be granted two-week leave with pay and any additional time will be without pay. Employees are entitled to be restored to prior status subject to the provisions of the law upon honorable release from active duty provided an appropriate position is available and appropriate notice is supplied to the District.*

#### **Section 7. Administrative Leave With Pay**

*Administrative leave with pay will be granted by the Chief Appraiser according to the following guidelines:*

- (a) Employees on duty on the date of any national, state, or local election and who are eligible to vote in such elections shall be granted time off without loss of pay or benefits to exercise this right if they cannot reach their polling place outside of working hours before they close. Evidence of voter registration and voting may be required by the supervisor.*
- (b) Employees shall be granted sufficient leave with pay when called for jury service or court duty. The employee shall provide his/her supervisor a copy of the jury or court summons. Employees excused or released from jury service or court duty shall immediately report to their work station for the remainder of their shift.*

*(c) Employees shall be granted up to a maximum of (3) working days with pay if there is a death in the immediate family. Immediate family is defined as an employee's spouse, child, parent, parents-in-law, brother, sister, grandparent, brother-in-law, or sister-in-law. Leave to attend funerals for all other family members may be granted without pay or by utilizing vacation leave.*

*(d) The Chief Appraiser may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, district function or meeting, or for purposes of coordinating with governmental and private agencies and entities in the interest of the District.*

#### **Section 8. Authorized Leave without Pay**

*In circumstances not falling within other provisions of these rules, the Chief Appraiser may authorize an employee to take leave without pay under mutually agreeable terms and conditions.*

*Employees taking leave without pay shall not lose or gain seniority. All employee benefits will remain in effect during period of authorized leave without pay up to fifteen (15) days.*

#### **Section 9. Personal Leave of Absence**

*An unpaid personal leave of absence for up to three (3) days may be requested by full-time employees who have completed the probationary period of employment for any valid or compelling circumstances, including absence due to attendance at educational programs of the employee's own choosing, which will require the employee to be absent from the job during normal work hours. Personal leaves of absence should be requested thirty (30) days in advance (except in emergencies). A written request for a leave without pay detailing reasons and anticipated duration, signed by the employee, shall be submitted to the department manager prior to approval of any absence. Vacation time must be approved by the employee's department manager and the Chief Appraiser; and will be evaluated on a case-by-case basis.*

*Employees on unpaid leave of absence will not be paid for holidays occurring during the leave, nor will they accrue sick leave or vacation time during the leave.*

#### **Section 10. Absence without Leave**

*An employee failing to report for duty or failing to remain at work as scheduled, without proper notification, authorization, or excuse shall be considered absent without leave and shall not be paid for the period involved.*

*Absence without leave for sixteen (16) consecutive hours in an employee's schedule constitutes abandonment of duties, which may result in dismissal.*

## **Section 11. Family and Medical Leave Act**

**1. General - Employees who have been employed for at least 12 months, and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. Employees not eligible for family and medical leave, may apply for an unpaid personal leave of absence.**

**2. Reasons for Leave - All employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family and medical leave per 12-month period (measured from the date of the commencement of the leave back twelve (12) months) for the following reasons:**

- a. the birth of the employee's child and in order to care for the child;**
- b. the placement of a child with the employee for adoption or foster care;**
- c. to care for a spouse, child with the employee for adoption or foster care;**
- d. a serious health condition that renders the employee incapable of performing the functions of his job, including complications from pregnancy.**

**The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement of the child.**

**3. Compensation During Leave - Family and medical leave will generally be unpaid leave, subject to the following exceptions:**

- a. For any FMLA leave, paid vacation and other applicable paid leaves must be used first and such paid time will be counted as part of the FMLA leave.**

**4. Intermittent or Reduced Schedule Leave**

- b. If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, leave may be taken on an intermittent or reduced work schedule.**
- c. If leave is requested on an intermittent or reduced work schedule basis, however, the District may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.**

**5. Notification and Reporting Requirements**

- a. In all cases, an employee requesting leave must complete an "Application for Family and Medical Leave" and return it to the personnel manager. The**

*completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.*

- b. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must complete the request form not less than thirty (30) days before the date leave is to begin and make efforts to schedule leave so as not to disrupt the District's operations.*
- c. If leave is not foreseeable, the employee must provide the District with notice as soon as practicable (generally meaning at least verbal notification to the department manager or personnel manager within two (2) business days of when the need for leave becomes known to the employee).*
- d. The District will retain the right to designate any absences as time attributed to an employee's twelve (12) weeks allotment of leave, whenever the District learns that the leave qualifies as a "serious medical condition," as defined by the Family and Medical Leave Act of 1993.*
- e. The employee is required to report periodically on his leave status and intention to return to work. An employee will be notified of the reporting requirements when the leave is approved. An employee who seeks to extend his/her family and/or medical leave, and is eligible to do so, shall complete another Request for Family and Medical Leave of Absence Form and supply the supporting medical certification.*

#### **6. Medical Certification of Leave**

- a. Employees shall provide the District with medical certification from a health care provider to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. The employee requesting such a leave must obtain the proper certification form from the supervisor of personnel.*
- b. The completed certification form shall be provided to the Personnel Manager within fifteen (15) days.*
- c. In its discretion, the District may require a second medical opinion and periodic re-certification at its own expense. If the first and second opinions differ, the District, at its own expense, may require the opinion of a third health care provider, approved jointly by the Management Committee and the employee.*
- d. The District may require re-certification while the employee is on leave, but not more than every thirty (30) days, unless one of the following occurs: a) the employee requests a leave extension; b) circumstances described by the employee's most recent medical certification have changed*

*significantly; or c) the District received information which casts doubt upon the continuing validity of the employee's most recent certification.*

**7. Benefits Coverage During Leave**

- a. During a period of family or medical leave, an employee will be retained on the District's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he made to the plan before taking leave. Failure of the employee to pay his share of the health insurance premium may result in loss of coverage.*
- b. In the event that an employee elects not to return to work upon completion of an approved family and/or medical leave of absence, the District may recover from the employee the cost of any payments it incurred to maintain the employee's coverage, unless the failure to work was for reasons beyond the employee's control or other reasons provided by FMLA. Benefit entitlement based upon length of service will be calculated as of the last paid work day prior to the date of the unpaid leave of absence.*
- c. Neither an employee's date of hire nor seniority will be affected by an authorized leave of absence under this FMLA policy.*

**8. Restoration to Employment Following Leave**

- a. An employee eligible for family and medical leave under this policy- with the exception of those employees designated as "key employees" - will be restored to his/her former position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his/her original job. A determination about whether a position is an "equivalent position" will be made by the Chief Appraiser.*
- b. If leave is taken due to an employee's own illness, the employee must submit a release to return to work from a health care provider before or on the day the employee returns to work.*
- c. The employee must return to work on the first working day following the expiration of the employee's leave of absence.*
- d. If the employee fails to return to work within one day of the expiration of the leave ~~of absence~~, the employee will be considered to have voluntarily resigned.*

### **Section 12. Medical/Maternity Leave**

*If an employee who has completed his/her probationary period becomes unable to work for an extended period of time due to a verified physical or mental medical condition (including, but not limited to illness, pregnancy, injury, etc.), the employee is eligible for up to three weeks paid leave in one year after all accrued paid time off (e.g. vacation, paid sick leave, etc.) has been exhausted.*

*In order to be eligible for such paid leave, however, the employee ~~must~~ shall submit medical verification satisfactory to the Chief Appraiser and/or Cameron Appraisal District Board, of the need for such paid leave. Also, the District shall have the right to require the employee to submit additional medical verification at any time during the leave as a condition to continuing on a paid medical leave. Medical/Maternity Leave under this policy may be granted only by the Cameron Appraisal or Cameron Appraisal District Board.*

*Paid medical leave shall not carry over from year to year. Additionally, employees shall not be entitled to any pay in lieu of medical leave and any unused medical leave will be forfeited at the end of the year.*

### **Section 13. Paternity Leave**

*Employees needing to take leave for a period of adjustment for a newborn or to make arrangements for child care may request up to three (3) weeks leave with pay. The employee will be eligible for up to three weeks paid leave after all accrued paid time off (e.g. vacation, paid sick leave, etc.) has been exhausted.*

### **Section 14. Maximum Leave**

*An employee on leave from employment who is not able to return to work at the same or equivalent position after having exhausted all forms of leave for which he is eligible under these policies, and any state or federal law, will be subject to termination from employment.*

## **CHAPTER VII EMPLOYEE CONDUCT**

### **Section 1. Attendance Policy**

*The District expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits, arriving to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of each Employee's job.*

*"Good attendance habits" mean but is not limited to, the following:*

- Appearing for work no sooner than 5 minutes prior to the start of the shift and no later than the start of the shift.*
- Being at your work station ready for work by the start of the shift.*
- Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks).*
- Taking only the time normally allowed for breaks;*
- Remaining at work during your entire shift, unless excused by the department manager;*
- Not leaving work until the scheduled end of your shift, unless excused by the department manager;*
- Leaving promptly at the end of your shift, unless you have been given or advance permission from your department manager to work past that point;*
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence or Tardiness").*

*The nature of most District work requires that it be completed on a daily basis. If you are absent or tardy, an extra burden is placed upon your department manager who must make necessary adjustments and arrangements. Your fellow employees also suffer as they must carry your share of the load while you are out.*

### **Section 2. Time Sheets**

*Keeping an accurate attendance record is a necessity of business the District expects you as an employee to monitor closely. To make it easier for you and the District to comply with many regulations of such bureaus as the Wage and Hour Division of the Department of Labor, you are expected to ensure your time sheet accurately reflects your attendance. Inaccurate or misleading information on your time sheet may constitute a falsification of employment records and is grounds for immediate dismissal.*

### **Section 3. Fraternalization Policy**

***The District's managerial and supervisory employees are not permitted to date, or become romantically involved with any district employee with whom they have a supervisor / superior subordinate relationship. Fraternalization of this nature will result in appropriate corrective action, with or without notice, as determined at the sole discretion of the District.***

### **Section 4. Notice Requirements of Absence or Tardiness**

***Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such before the start of your shift. The District needs advance notice of absence or tardiness so that other arrangements can be made to cover your absence, if necessary. Proper "advance notice" means that you call the District prior to the start of your shift and personally notify your manager or another member of management about the absence or tardiness, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a management position. Office staff have been instructed to route all such calls to management personnel. All managers have been advised to make themselves available to take calls such as these. Similarly, the District's telephone system is set up to allow your calls to go through promptly. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.***

***Any tardiness must be noted on a tardy slip. Absences of more than 15 minutes must be noted on your time sheet and you must complete an absenteeism report form and submit it to your department manager with your time sheet for that work week. This absenteeism report form must be turned in with your time sheet at the end of the pay period.***

***If you are absent without notice for two days in a row, you will be considered as having abandoned your job, and the District will process your work separation as a voluntary resignation on your part.***

### **Section 5. Work Standards**

***It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in his/her work for the District. Department manager shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee become a problem, supervisors should point out the deficiencies at the time they are observed and take appropriate action.***

***Counseling and warning the employee in sufficient time for improvement should ordinarily precede formal disciplinary action, but nothing herein shall prevent immediate formal action as provided elsewhere on these policies whenever the***

*interest of the District requires it. Except as may be otherwise provided by law the following restrictions on political activity shall apply to the District employees:*

**Section 6. Political Activities**

*No employee while on duty shall take an active part in any political campaign of another person. The term “active part” means making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes.*

**Section 7. Solicitation**

*No solicitation of contributions or anything of value for any purpose whatsoever shall be permitted of or by District employees on the job without the expressed approval of the Chief Appraiser. No employee may be required to make a contribution or may be penalized or rewarded in any way in connection with his/her employment according to his/her response to the solicitation.*

**Section 8. Outside Employment**

*An employee shall not engage in outside employment where such employment could create a conflict of interest, or could adversely affect the employee’s performance, or the interest of the District or the public.*

**Section 9. Personal Appearance and Dress Code**

*All employees, regardless of work location and degree of public contact are expected to maintain in a good appearance and an acceptable standard of cleanliness and personal hygiene at all times.*

*District employees may observe “Casual Fridays” where jeans may be worn except during “ARB SEASON”. Employees are encouraged to review the dress code schedule in appendix “A” and if any questions may arise concerning proper attire, consult your department manger.*

**“GENERAL CRITERIA”**

*Employee dress or grooming shall be neat, clean, properly fitting, decent, in good taste, and shall not include grotesque extremes or fads that may create interruption of the work process or the orderly administration of District-related activities or create a safety hazard for employees or other persons.*

*In order to facilitate uniform understanding and administration of the dress code, it is necessary to adhere to the guidelines in Appendix “A” Dress Code.*

*Repeated dress code offenses may result in disciplinary action*

**Section 10. Conflict of Interest, Solicitation, and Gifts**

*An officer or employee of the District shall not solicit or accept, directly or in directly, any gift, favor, privilege, or employment having a monetary value from any person, firm, or corporation doing business with or seeking to do business with the District. Under no circumstances shall cash or any instrument of cash having monetary value be accepted.*

**Section 11. General Deportment**

*The attitude and deportment of a District employee, whether in public or private, should at all time be such as to promote the good will and favorable attitude of the public toward the District administration and its programs and policies.*

**Section 12. Indictments Against Employee**

*An employee may be suspended, with or without pay, if accused or indicted for a crime or official misconduct, pending a decision on the indictment such as dismissal, acquittal or conviction. If the indictment is dismissed or if the employee is acquitted, the suspended employee shall be reinstated to his/her former position, or a similar one if not available, without loss of any benefits and such suspension shall not be considered as a disciplinary action.*

## **CHAPTER VIII**

### **DISCIPLINE, APPEALS & GRIEVANCES**

#### **Section 1. Work Ethic and Disciplinary Policy**

*The District expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner.*

*Employees are also expected to comply with all rules, regulations, and policies pertaining to performance standards and personal conduct on the job. If any employee fails to perform satisfactory or if his/her personal conduct is unacceptable, disciplinary action may be taken. All reasonable efforts will be made to insure due process to the employee. The District will attempt to review and resolve all employee problems as promptly and suitably as possible and at the lowest possible organization/supervisory level. All employees will be provided with a fair, expedient, objective, and consistent means of resolving work related problems.*

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#### **Section 2. Grounds for Disciplinary Action**

*The Chief Appraiser or department manager may take disciplinary action against an employee for the following:*

- a) Illegal, unethical, abusive, or unsafe acts.*
- b) Violation or disregard of District rules, regulations, policies and procedures.*
- c) Insubordination.*
- d) Leave under false pretenses.*
- e) Incompetence.*
- f) Neglect of duties.*
- g) Theft.*
- h) Participation prohibited in political activities during working hours.*
- i) Unauthorized soliciting while on duty.*
- j) Excessive or unauthorized absenteeism and tardiness.*
- k) Failure to conduct him/her self in a courteous and proper manner while on duty.*
- l) Falsification of official documents or records.*
- m) Unauthorized use or disclosure of official authority.*
- n) Possession, use or being under the influence of alcoholic beverages or of drugs not prescribed by a physician while on duty.*
- o) Damaging or destruction of District equipment, tools, machines, and/ or property.*
- p) Wasting materials and supplies.*
- q) Carelessness, recklessness, and/or engaging in horseplay.*
- r) Abuse of illness, injury, disability leave, or other benefits.*
- s) Any threat or physical attack on any supervisor or co-worker.*

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\* Personnel Policy

- t) *Failure to properly document time and attendance records.*
- u) *Harassment;*
- v) *Retaliation;*
- w) *Violation of dress code;*
- x) *Violation of computer policy*
- y) *Creating or contributing to unhealthy, unsanitary or hazardous conditions which would cause harm to the employee, fellow employees or members of the public.*
- z) *Gambling in any form, including lotteries and game of chance.*
- aa) *Failure to report the conviction of any crime (a felony or other crime involving moral turpitude and excluding minor traffic offenses) or suspension of the employees driver's license within seven (7) days of entry of the conviction.*
- bb) *Unsatisfactory performance of duties.*
- cc) *Failure to adhere to the State of Texas Code of Ethics Listed in with the BTPE.*
- dd) *Conduct which is detrimental to the best interests of the District or its employees.*

*This list is to illustrate the more common causes and is not intended to be all inclusive.*

### **Section 3. Types of Disciplinary Action**

*Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action may include written reprimand, suspension, reduction in pay, demotion or dismissal. Any of the foregoing types of formal disciplinary action may be involved for a particular deficiency or infraction, depending upon the circumstances. An employee may be formally warned at any time that he/she can be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action, such as oral reprimands. Informal disciplinary action may be documented in the employee's official personnel file at the discretion of the department manager. Supervisory personnel are encouraged to consider the following as normal disciplinary transitional steps in situations requiring disciplinary action:*

**Verbal Warnings** *with the documentation of each warning being noted in the Employee's official personnel file:*

**Written Reprimands** *a copy of which the department head must provide to the employee and deliver to the Chief Appraiser before placement in the employee's official personnel file.*

**Suspension with or without pay or reduction in pay** *with prior written approval by the Chief Appraiser.*

**Demotion and/or dismissal** *by the Chief Appraiser*

***Nothing herein is intended to negate the authority and responsibility of a department manager to take the disciplinary action believed appropriate based upon the relevant circumstances nor prohibits the manager from immediately discharging an employee for the first instance of misconduct, depending upon the circumstances.***

#### **Section 4. Written Reprimand**

***In the interest of good discipline, an employee may be formally reprimanded in writing. The reprimand is to describe the deficiency or infraction involved, the corrective action and the likely consequences of further unsatisfactory performance and/or conduct. The employee will be informed of the written reprimand and a copy of the reprimand shall be kept in the employee's official personnel file.***

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#### **Section 5. Suspension**

***In the interest of good discipline, an employee may be suspended without pay for up to thirty (30) calendar days in any one (1) calendar year.***

***A notice of suspension must be given to the employee and must describe the deficiency or infraction involving the corrective action offered the employee, and the likely consequences of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file.***

***When an employee is under investigation for criminal or official misconduct or is awaiting hearing or trial in a criminal matter, he/she may be suspended with or without pay for the duration of the proceeding when such suspension would be in the best interest of the District and the public.***

***If the investigation or proceedings is dismissed without any action against the employee, he/she may be eligible for reinstatement with back pay and full benefits restored.***

#### **Section 6. Disciplinary Demotion and Dismissal**

***In the interest of a good discipline, an employee may be demoted. A notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for future advancement.***

***An employee may also be dismissed from District employment in the interest of good discipline. A notice of dismissal must be given to the employee, which describes the deficiency or infraction involved.***

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\* Personnel Policy

### **Section 7. Voluntary Grievance Procedure**

***Grievance - A grievance is defined as a complaint about a condition of the work place which the department manager has the authority to correct.***

***An employee may submit a grievance, orally or in writing, to his/her immediate manager within fifteen (15) days after the cause of the grievance arises or becomes known to the employee. If the grievance is submitted orally, the manager will prepare a written statement of the employee's comments, review it with the employee, and obtain the employee's signature.***

***If the grievance is ignored or not satisfactorily resolved by the manager within ten (10) days of the time the grievance was submitted, the employee may present the grievance to the next higher level (Chief Appraiser).***

***If the subject matter of the grievance pertains to actions or omissions of the employee's department manager, the employee may present the cause of the grievance directly to the next higher level. The Chief Appraiser constitutes the highest level of appeal for grievance purposes.***

***It is the responsibility of the immediate department manger to evaluate a grievance and if he/she cannot resolve the situation directly, to submit the grievance with comments and recommendations to the chief appraiser. However, managers shall answer in writing or dispose of employee grievances as expeditiously as possible, conducting any investigations if necessary.***

***Both department manager and employee should make every effort to resolve grievances.***

## **CHAPTER IX NONDISCIPLINARY TERMINATION**

### **Section 1. Resignation**

*An employee may leave the District in “good standing” by giving two (2) weeks notice to the appropriate official. The Chief Appraiser may waive any portion of the notice period. The personnel records of any employee who resigned by giving proper notice shall show that the employee resigned of his/her own accord.*

### **Section 2. Layoff**

*An employee may be laid off because of changes in duties, organizational changes, lack of work or budget cutbacks. Whenever possible, an employee laid off from one department shall be transferred to a suitable position elsewhere, provided said employee has the appropriate qualifications and job skills. Whenever possible, at least two (two) weeks notice shall be given to an employee prior to layoff. Layoffs shall be carried out on the basis of demonstrated job performance and efficiency, with the most proficient employees being retained by Cameron Appraisal District.*

### **Section 3. Retirement**

*Eligible employees may elect to retire from District service in accordance with applicable retirement programs, if any.*

### **Section 4. Unsatisfactory Service**

*An employee may be terminated for unsatisfactory service when his/her ability to handle the duties of the position fall below the desirable standards for continued employment, as supported by performance evaluation records and supporting documentation.*

### **Section 5. Employee Separation Briefing**

*The department manager of each terminating employee shall forward the Personnel Director a copy of the employee’s resignation letter or a written statement advising of termination.*

*Upon termination of a District employee by voluntary resignation, involuntary termination, layoff, or for any other reason, such employee shall be interviewed by the Personnel Director, such particular interview briefing being here identified as an employee separation briefing.*

*The Personnel Director shall, upon receipt of such termination notice, forthwith conduct a briefing with such separating employee to:*

- (a) review the procedures for such employees receiving final paycheck;*
- (b) determine the disposition of employee retirement contributions and/or additional benefits.*

## **CHAPTER X PERSONNEL FILES RECORDS**

### **Section 1. Personnel Files and Records**

*The Personnel Department shall maintain the official personnel files and records for all District employees.*

*Unless otherwise provided by law, personnel files shall be confidential and may not be used or divulged for purposes unconnected with the Cameron Appraisal District personnel management, except with the permission of the employee(s) involved. Nothing herein shall prevent the dissemination of impersonal statistical information.*

*An employee shall have a right of reasonable inspection of his/her official personnel files and records under appropriate supervision.*

### **Section 2. Change of Personnel Status or New Hiring**

*Department managers shall submit in writing to the Chief Appraiser recommended changes in the personnel status of their employees or request to hire new employees prior to making any commitments to either existing employees or prospective new hires.*

### **Section 3. Personnel Reports**

*Department managers shall be responsible for providing the Personnel Department with all necessary employee reports and records associated with good personnel management for their department.*

*Such records and reports shall include, but not be limited to, employee sick leave, vacation leave, attendance and overtime records, performance reports, counseling records, and all types of disciplinary action. Failure to do so may result in formal disciplinary action.*

*The Personnel Department or department managers shall prepare such narrative reports, statistical summaries, and other personnel reports as are necessary or desirable to provide useful information to the Chief Appraiser and/or Board of Directors.*

### **Section 4. Veterans**

*A former regular employee who left the District service in good standing to enter active military, and who completed, under honorable conditions, a term of service of not more than four (4) years may be reinstated to his or her former type position upon written request within 90 days of release, provided the person remains qualified to perform the duties of the position.*

**Section 5. References for Former Employees**

***Only the Chief Appraiser and/or the Personnel Director are authorized to address and provide job references requested on former District employees. Any request or inquiry for a job reference of any former District employee should be directed to the Personnel Director for handling the response.***

## **CHAPTER XI EMPLOYEES BENEFITS**

### **Section 1. Medical/Dental Insurance**

*During their employment on a full time basis, all regular full time employees are provided with medical and dental insurance. Coverage shall begin immediately upon successful completion of their probationary period. This insurance provides for payment of hospitalization and major medical expenses up to the limits of the policy for illness and accidental injuries off the job. Coverage for other family members is available at the option of and payable by the employee through payroll deductions at the prevailing rates. According to the Consolidated Omnibus Reconciliation Act of 1985 (COBRA) certain individuals are allowed the option of continuing their group health Insurance under specified conditions.*

*Any employee receiving a reduction in hours worked or terminated by the District, except in cases of gross misconduct, will be allowed to continue their insurance coverage up to a maximum of eighteen (18) months. Upon the occurrence of certain events, coverage for family members may be continued for up to thirty-six (36) months.*

*Continuation of group health Insurance will be discussed with the separating employee during the employee's separation briefing described in section 6. Employees or family members that elect to continue coverage after being laid off or terminated will be required to pay the entire cost of the premiums.*

### **Section 2. Life Insurance**

*The District provides group life insurance coverage for all regular full time employees during their employment on a full time basis. Coverage shall begin immediately upon acceptance of the employee by the insurance underwriter. The cost of providing this insurance to employees is paid by the District.*

*The life insurance is payable in the event of death if an employee from any cause at any time or place while he/she is insured. It is designed to help ensure that an employee's family receives financial assistance in the event of the employee's death. Payment will be made to the beneficiary designated by the employee.*

### **Section 3. Accidental Death and Dismemberment Insurance**

*All regular full time employees are provided with accidental death and dismemberment insurance during their employment on full time basis. Coverage shall begin immediately upon acceptance of the employee by the insurance underwriter. The cost of providing this insurance to the employee is paid by the District.*

#### **Section 4. Retirement**

*The CAD provides a retirement plan for full time employees. The retirement plan is through the Texas County & District Retirement System and the employee becomes vested after eight (8) years of continuous employment. The employee rate of contribution is 7%.*

#### **Section 5. Certification Policy**

*The CAD will provide for all course materials, registration and approved travel expenses, if any, for all courses required for the Board of Tax Professional Examiners (BTPE) certification. CAD will only provide for the aforementioned costs for each course one (1) time. Employees failing a course for which expenses were paid by CAD will be responsible for all future costs and expenses (including, but not limited to, registration fees and any associated travel expenses) to retake the course/exam. CAD will allow an employee the necessary time to prepare for BTPE exams for initial exams and the first retake. Any subsequent time away from work for the attendance of a BTPE course/exam will be at the employee's expense and will require the employee to take personal leave. Employees are advised that repeated failures of any one course may result in the employee's termination. An employee's position will be in serious jeopardy upon three (3) failures of any one course.*

*Prior to testing for the Level III or Level IV exam, CAD will provide a review at CAD expense. CAD will pay for any registration and approved travel expenses associated with the review for the Level III or IV exam for one occasion. An employee who fails a Level III or IV exam will be responsible for all subsequent registration fees and all associated travel expenses to retake the exam. CAD will allow an employee the necessary time to prepare for Level III or IV exams for initial exams and the first retake. Any subsequent time away from work for the review for a Level III or IV exam will be at the employee's expense and will require the employee to take personal leave. This policy will be enforced on any Level III or IV exam failure. Level III or IV reviews may occur in-district or out-of-district as provided for in the budget and at the discretion of the Chief Appraiser.*

#### **Section 6. Employee Assistance Program (EAP)**

*Cameron Appraisal District recognizes issues may arise including personal problems that can sometimes affect an employee's attendance or work performance. This Employee Assistance Program is designed to help employees and their families work through personal difficulties.*

*Cameron Appraisal District's Employee Assistance Program is provided through Valley Baptist Health System (VBHS) Employee Assistance Program. Professional therapists can assist employees with a wide range of issues, including family problems, depression, financial concerns, stress, interpersonal conflicts, alcohol or drug abuse and other issues.*

*Telephones are answered 24 hours a day at VBHS EAP at 389 6876 in Harlingen, 698 5207 in Brownsville, or 888 551 6950 Valley-Wide.*

*Employees may be referred to VBHS EAP in one of two ways:*

- *Voluntary self-referral*
- *Job performance referral*

*Voluntary self referral:*

*An employee may voluntarily contact VBHS EAP at any time for assistance. This self-referral can be completely of his/her own initiative. The self-referral can also be in response to informal suggestions by supervisors, through whom employees are made aware of VBHS EAP services.*

*Appointments are available days, evenings, and weekends. If appointments are necessary during normal work hours, the time will be allowed in accordance to the District's leave policy.*

*Up to six sessions per problem may be provided free of charge by VBHS EAP to each employee of Cameron Appraisal District, as well as their dependents. If additional treatment sessions are necessary, they will be covered according to the specifications of the employee's health plan.*

*Information regarding the reasons employees are seeking assistance through VBHS EAP is strictly confidential. Supervisors should not ask what the reasons are and, if an employee volunteers any information, it should be treated confidentially.*

*Job performance referral:*

*A job performance referral by a Department Manager may occur in conjunction with some form of disciplinary action, such as a performance improvement plan, based on documented performance deficiencies.*

*If a Manager feels that he or she should refer an employee to VBHS EAP, the Manager will contact the VBHS EAP representative with the initial information that the employee has been encouraged to contact VBHS EAP within 24 hours. Or, the Manager can make an appointment for the employee and give this information to the employee at the time of the disciplinary meeting. (The Manager may or may not have previously talked to the employee informally about seeking assistance from VBHS EAP). The Manager should then tell the employee that he/she is encouraged to contact VBHS EAP within the 24-hour time period to schedule an appointment or advise the employee of the scheduled appointment.*

*Appointments are available after hours. Scheduled appointments made by CAD management during working hours for a maximum of three (3) assessment visits should be recorded as time worked*

*Up to six sessions per problem may be provided at no charge by VBHS EAP to the employee and/or employee's dependents. If additional treatment sessions are necessary, they will be covered according to the specifications of the employee's health plan and leave may be granted in accordance with the District's leave policy.*

*Although case specifics will be treated confidentially, VBHS EAP will inform the appropriate Manager whether an employee has attended the scheduled appointments.*

*If job performance does not improve, the Manager may continue the disciplinary process, whether or not the employee contacted the VBHS EAP.*

## **Chapter XII TRAVEL POLICY**

### **Section 1. Applicability of Travel Policy**

*This policy is applicable to all District employees and applies to all travel on District business outside the District limits and to all travel reimbursement, subject to budget limitations and authenticated expenses.*

### **Section 2. Authorization Required**

*The Chief Appraiser may authorize travel leave and expenses for District business outside the District. All travel requests must be approved by the department manager and Chief Appraiser prior to its occurrence. Any employee traveling on official District business shall leave word with their supervisor as to where they can be reached while out of the District. All travel requests must be submitted on forms provided for that purpose as required by the Chief Appraiser.*

### **Section 3. Transportation Expenses**

*Normally, when travel is required for District business, a personal vehicle may be used when such travel distances are within a fifty (50) mile radius. For travel beyond a fifty (50) mile radius of the District, air transportation or the use of personal vehicle may be authorized by the Chief Appraiser.*

*All approved transportation expenses will be reimbursed as follows:*

- (a) When employees use their personal vehicles, all travel mileage will be reimbursed at the Internal Revenue Service mileage rate plus any parking fees. A mileage report and receipts for parking fees shall be required.*
- (b) When air travel is permitted, the costs of such airfare shall be reimbursed or paid by the District in advance. Additionally, reimbursements will be made for the use of rental cars, taxi or bus fares, provided such expenses are necessary and reasonable. Receipts shall be required.*

*Alternate routes, which are desirable because of personal affairs of the traveler, can be used, but only on the traveler's time and with the traveler bearing the additional costs of the alternate route. Mileage and related expenses incurred on alternate routes must be reflected in the mileage report.*

*All Travel reimbursements will follow the "In District" & "Out of District" guidelines.*

### **Section 4. Food and Lodging**

*Whenever authorized by the Chief Appraiser, food and lodging expenses associated with official District business travel shall be on a per diem basis when overnight stay is required. The rate shall be paid in advance and not to exceed thirty dollars (30) per*

*day. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by the Chief Appraiser. It shall be the policy of the District to reimburse for only lodging that is economical and practical. Exceptions to this may be granted when less costly hotel rooms are unavailable or where conferences are held in or nearby the hotel. When authorized by the Chief Appraiser, food expenses associated with official District business or continuing education not requiring overnight stay, may be paid in advance and will not exceed ten dollars (\$10.00) per meal for full day seminars.*

*The District will not reimburse personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel.\**

#### **Section 5. Entertainment**

*The District Commission realizes that from time to time, it is necessary to entertain dignitaries and state, federal, and business representatives whenever it may be deemed in the best interest of the District. Such expenses may be reimbursed at the discretion of the Chief Appraiser.*

*Receipts will be required before reimbursement can be made. Whenever practical, prior authorization should be obtained from the Chief Appraiser.*

#### **Section 6. Travel Advances and Reports**

*Reimbursement for travel expenses will be limited to travel that is business-related and authorized in advance.*

*All travel requiring an overnight stay must be authorized in writing in advance of the trip. This authorization will be evidenced by a completed Travel Authorization form.*

*The District will reimburse employee travel expenses pursuant to an accountable plan.*

*All employees traveling on official business must submit a Travel Expense Request Form, with all required original receipts, within five working days following the completion of travel. All travel expenses not properly documented will be the responsibility of the employee.*

*Travel Status: An employee is considered to be on travel status from the time that he/she departs from the District offices (or from their residence, if not reporting to work that day) directly to their temporary duty station, until the time that he/she returns directly to the District offices (or to their residence, if not reporting back to work that day).*

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\* Personnel Policy

## **Section 7. Travel Procedures**

***A. Travel within the local area must be authorized in advance. Travel that is very short in duration and is infrequent may be authorized verbally by the Chief Appraiser. Otherwise, the authorization provisions of Section 2 apply.***

***B. Travel must be for a valid purpose that is necessary to the district.***

### ***C. Vehicle Usage***

***1. The employee may use their own vehicle, subject to the approval of their immediate manager.***

***2. If the employee uses his/her personal vehicle on official business, his/her personal vehicle insurance will be effective.***

***3. Employees must have a valid drivers license and be insured in order to use any personal vehicle for business use. Failure to observe this restriction will result in disciplinary action at the discretion of the Chief Appraiser.***

## **Section 8. Travel Reimbursable Expenses**

### ***A. Mileage***

***1. Mileage will be reimbursed from the point of origin of the trip to its destination, and back to the point of termination. The points of origin and termination will be the Cameron Appraisal District offices, unless the employee embarks directly from, or returns directly to, their residence. Only business-related mileage will be reimbursed.***

***2. Mileage reimbursement for the use of an employee's privately owned vehicle will be provided at the rate listed with the Internal Revenue Service.***

***3. Mileage reimbursement will be limited to a maximum of 500 miles per trip, unless the employee can demonstrate that this was the most cost-effective mode of transportation.***

***4. Because they are not authorized to use a vehicle on official business, employees who do not have a valid drivers license, or who are not insurable, will not be permitted to drive for district travel and/or be reimbursed for mileage.***

***5. Reimbursement shall be paid in conformance with "in district" and "out of district" travel.***

***If more than one employee is traveling in the same vehicle, only one employee can claim mileage.***

## ***B. Meals and Incidentals***

***Meals and Incidentals will be paid or reimbursed at a maximum of \$10 per diem rate per meal not to exceed \$30 per day.***

***Parking tickets and traffic fines are unallowable, and shall not be reimbursed.***

## ***E. Travel Advances***

***Travel advances will be issued when prior arrangements have been approved and travel request form has been submitted. All other reimbursements will be paid upon return from travel.***

## **Section 9. Documentation of Local Travel**

***A. Mileage claimed for use of a personally owned vehicle must be supported by odometer readings on a Local Travel Claim form. This form will be submitted to the Accounting Department by the fifth working day of the following month.***

***B. All employees traveling on official business must submit a completed Travel Expense Claim Report, with all required original receipts, within five working days following the completion of travel.***

***C. Because meals and incidentals, when allowable, will be reimbursed at the per diem rate, no receipts for meals and incidentals are required unless the employee has been authorized to travel at a higher rate. If that is the case, the employee must provide original receipts for all expenses claimed.***

## **Section 10. Cancellation of Travel**

***The employee shall be responsible for the following, within 24 hours of cancellation:***

- a. Submission of a Travel Expense Claim Report to the Finance Department indicating that the travel was canceled.***
- b. Cancellation of all arrangements relating to the travel, such as lodging, rental cars, conference registration, and meeting room rental to prevent the incurrence of unnecessary and unallowable expenses.***
- c. Return of any advances issued.***
- d. Return of any airline tickets issued.***
- e. If travel is canceled for the personal convenience of the employee, the employee shall be responsible for any additional expenses incurred, such as a charge to change airline reservations, or any amount not refunded from a conference registration.***

## **Section 11. Changes To Air Accommodations**

### **1. If You Get Bumped From A Flight**

***Any considerations, such as cash or complimentary airline tickets, are the property of the Cameron Appraisal District. It is the employee's responsibility to ensure that such considerations are returned to the Cameron Appraisal District***

### **2. If You Voluntarily Give Up Your Seat**

- a. Employees are authorized to voluntarily relinquish their seats only if it does not interfere with conducting official business.***
- b. Any additional expenses incurred are the responsibility of the employee. Such expenses may be offset by considerations received from the airline in return for relinquishing the seat. No additional per diem allowance shall be made.***
- c. If an interruption in direct route or travel by indirect route is for the employee's own convenience, the extra expense shall be borne by the employee. Any work time lost by voluntarily giving up seat will be charged to employee's Annual Leave.***

## **Section 12. Responsibility for Making Travel Arrangements**

***1. The Executive Assistant is responsible for making all travel arrangements. Therefore, all travel requests must be submitted with plenty of time to do so.***

- a. Airline tickets***
- b. Hotel***
- c. Rental Car***
- d. Conference registration***
- e. Any other arrangements necessary to completing the purpose of the trip.***
- f. Preparation of the Travel Authorization form.***

***Travel advances shall be released to employees no more than two working days prior to departure. Exceptions to this rule shall be made only for valid, business-related reasons, and require the authorization of the Chief Appraiser.***

## **CHAPTER XIII FIREARMS AND WEAPONS**

### **Section 1. Firearms & Weapons**

*District employees are prohibited from carrying any type of firearm or concealed handgun in District vehicles (whether owned or leased) or at any District facility (whether owned or leased), or at any other location while acting in the course and scope of employment. This prohibition also applies to individuals who possess a license to carry a concealed handgun under the authority of Texas Concealed Handgun Permit Law.*

*For the purpose of this subsection, the expression “in the course and scope of employment” includes: when performing duties on behalf of the District, when performing property inspections or interviews or making deliveries or other activities on behalf of the District or during required travel within the District’s boundaries.*

*In connection with the enforcement of CAD’s Policy, I consent to CAD conducting searches for weapons prohibited by this Policy, including, but not limited to, searches of: my person; my clothing, any desk, locker or storage area provided for my use by CAD; any personal belongings I possess while on CAD premises or while conducting business on behalf of CAD, regardless of whether I am on the premises of CAD, including, but not limited to, handbags, purses, briefcases, and/or back packs; and/or any vehicle I have possession of while on the premises of CAD or while conducting business on behalf of CAD, including, but not limited to, any privately owned vehicle owned by me or used by me and/or any vehicle owned, leased or finance by CAD or used by CAD to transport its products or goods.*

*I understand that all desks, storage areas, lockers and all vehicles owned, financed or leased by CAD or used by CAD to transport goods and products are subject to search at any time without my permission. I understand that I am prohibited from locking or otherwise securing any such desk, storage area, locker or vehicle with any lock or locking device not supplied by CAD.*

*Any violation of this policy may result in reprimand or formal disciplinary procedures including termination of employment.*

**CHAPTER XIV  
ILLEGAL AND UNAUTHORIZED ITEMS, DRUGS, NARCOTICS,  
CONTROLLED DANGEROUS SUBSTANCES AND ALCOHOL**

**Section 1. Purpose**

*The purpose of this policy is to identify and remove the adverse effects of alcohol and drugs on job performance, and to protect the health and safety of District employees by providing education and treatment. Use and misuse of alcohol or drugs can and do impair the ability of an employee to perform his/her duties and may endanger the employee, his/her co-workers, the public as well as property. The Cameron Appraisal District seeks to prevent the use, abuse, and misuse of drugs and alcohol by employee in any way which impairs their ability to perform their duties.*

**Section 2. General Policy**

*The general guidelines of the drug and alcohol policy are the following;*

- a. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment.*
- b. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on District property is prohibited.*
- c. Being under the influence of alcohol or illegal drugs on District property is prohibited. The unauthorized use or possession of prescription drugs on District property is prohibited.*
- d. Employees who violate this policy are subject to appropriate disciplinary action, including termination.*
- e. The District may provide information, if requested by employee, regarding where addiction treatment services may be available.*
- f. This policy applies to all employees of the District regardless of rank or position and includes temporary, seasonal and part-time employees.*

**Section 3. Definitions**

- (a) District Premises – All District property, including building, and parking lots.*
- (b) District Property - All District owned or leased property used by employees such as buildings, vehicles, desk, closets, etc.*
- (c) Controlled Substance - Any substance listed in Schedule I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812) as amended.*

- (d) Drug - a drug is any chemical substance that produces a physical, mental, emotional, or behavioral change in the user.*
- (e) Drug Paraphernalia – Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling or otherwise introducing into the human body an illegal drug or controlled substance.*
- (f) Fitness for Duty - To work in a manner suitable for the job. To determine “fitness,” a medical evaluation may include drug and/or alcohol.*
- (g) Illegal Drug - An illegal drug is any drug or derivative therefore which the use, possession, sale, transfer, attempted sale 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 reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.*
- (h) Negative Test Results - “Negative Test” results indicate that no alcohol or drugs were found present in the employee’s system other than properly used medicine.*
- (i) Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a policy violation has occurred.*
- (j) Testing - Is generally defined as a urine, blood, or breath test used to Determine chemical or drug content.*
- (k) Under The Influence - A state of having an alcohol concentration of 0.08 Or more, where “alcohol concentration” has the meaning assigned to it in Article 67011-1, Revised Statute; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.*

#### **Section 4. Violations**

*Any of the following actions constitutes a violation of this policy and may subject an employee to disciplinary action to include immediate termination:*

- (a) Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a District sponsored activity, on premises, in owned, leased or rented vehicles, or on business.*
- (b) Working or reporting to work, conducting District business or being on District premises or in a District-owned, leased or rented vehicle while under the*

*influence of an illegal drug, alcohol or in a mentally impaired condition.*

- (c) Switching, adulterating or attempting to temper with any sample submitted for medical testing, or otherwise interfering or attempting to interfere with the testing process.*

#### **Section 5. Preventive Acts**

*Employees taking drugs prescribed by an attending physician must advise their immediate supervisor in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential with communication to the immediate supervisor required prior to the employee commencing work. All medical information will be kept confidential in this regard. All prescription drugs must be kept in their original container (s).*

#### **Section 6. Testing**

*Refusal to give written consent for a drug screening test will disqualify the candidate for consideration for employment or further employment. A drug screening testing may be taken of employees.*

- (a) Objective - to maintain the high professional standards of the District's workforce, it is imperative that individuals who use illegal drugs be screened out during the initial employment process before they are placed on the employment rolls of the District. This procedure will have a positive effect by reducing intake of illegal drug use by employees working for the District, and will provide for a safer work environment. For these reasons, drug testing shall be required of all prospective employees.*
- (b) Vacancy Announcements - Every vacancy announcement for positions designated for applicant testing shall include a statement that applicants tentatively selected for this position will be required to submit to pre-employment drug and alcohol testing to screen for illegal drug use prior to employment with the District.*

*In addition, each applicant will be notified that employment in the position will be contingent upon a negative drug test result. Failure of the vacancy announcement to contain this statement notice will not preclude applicant testing if advance written notice is provided to applicants in some other manner.*

- (c) Consequences - the District will decline to extend a final offer of employment to any applicant with a verified positive test and such applicant will not be considered for employment by the District for a period of one year. The Chief Appraiser shall be directed to object to the hiring of the applicant on the basis of failure to pass the drug test and a failure to support the overall goals of the District. The District shall inform such applicant that a confirmed presence of an illegal drug in the applicant's urine precludes the District from hiring the*

*applicant. Refusal by an employee to submit to screen testing will be considered cause for discharge.*

***(d) When Required-***

- 1. Testing may be required during routine physical examinations such as annual physical or return-to-work physical.***
- 2. Any employee suspected of having caused or contributed to an on-the-job accident will be tested.***
- 3. Any employee involved in an on-the-job accident will be tested.***
- 4. Individual testing shall be required when there is reasonable suspicion that drugs or alcohol is affecting job performance and conduct in the work place.***
- 5. Random testing may be done at any time.***

***(e) Immediate Fitness Examination - When, as determined by the immediate supervisor and the next higher level of management, reasonable grounds exist to believe that an employee is impaired or an employee's unsatisfactory behavior or job performance reasonably suggest to management that substance abuse may be a contributing factor, the District reserves the right to require an immediate fitness-for-duty examination such as a medical evaluation, which may include drug and/or alcohol testing.***

***Refusal to participate in such evaluation shall be considered equivalent to a positive result and shall result in immediate dismissal.***

***(f) Consequences - A positive test shall mean either the presence of a drug and/or alcohol. Sample testing procedures shall confirm to scientifically accepted analytical methods and procedures and shall include confirmation of any positive test result by gas chromatography, mass spectroscopy, or other comparably reliable analytical method, before the results of any test may be used as a basis for any action. Both screening and confirming urine testing will follow the guidelines adopted by the United States Department of Health and Human Services.***

***When a screen test is positive for the first time but no evidence of drug or alcohol use on the job exists; the employee will be suspended with pay until all District required testing and treatment is completed.***

***The employee will be required to obtain a written evaluation for drug abuse from a recognized professional and/or institution (this will be at the employee's expense.) If there is evidence of drug or alcohol use on the job, the employee may be disciplined or discharged and not be eligible for reinstatement. To be reinstated to a job, an employee must have signed a release from a medical doctor stating that he/she is fit for work. The***

*employee must submit to another screen test and have a negative result within six weeks from the date he/she was suspended; otherwise the employee will be discharged. The District will decide when the test will be administered. Before the employee returns to work he/she will be required to sign a reinstatement agreement that states under what conditions the employee will be reinstated and that random drug testing may be conducted at any time. An employee who has been suspended for a positive drug test and allowed to return to work will be discharged for a positive result on any confirming drug test.*

**(g) Policy Parameters -**

- 1) For confidentiality, only the Chief Appraiser and department heads who have a need to know will be informed of positive results of fitness-for-duty examinations. Employee's privacy will be protected and the employer, without exception, will punish any breach of the worker's privacy and confidentiality.***
- 2) The District will use only laboratories that are certified under appropriate federal and/or state regulations. The laboratories shall follow the guidelines adopted by the United States Department of Health and Human Services for workplace urinalysis.***
- 3) Only conclusive results are to be reported to the District. A positive urinalysis test will be confirmed by a second test using gas chromatography or mass spectroscopy. Both tests must be positive or the results are considered inconclusive thereby causing a negative presence of substance to be reported to the District.***

**Section 7. Disciplinary Action**

***Any employee suspected of violating this policy may be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspended employee shall have the opportunity to provide an explanation. In the event that a determination is made by the District that the employee violated the policy, the employee shall be terminated. Should the determination be made that no violation accrued, the employee will be reinstated without penalty and will be paid any lost wages.***

**Section 8. Coordination with Law Enforcement Agencies**

***The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The supervisor 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 a search of an individual or property.***

***Search procedures, conducted under reasonable cause, such as inspection of employee's personal property including briefcases, lunch boxes, or toolboxes, will be***

Revised 08/15/2005

*maintained as part of the District's security measures. All employees will be expected to cooperate as a condition of continued employment with special drug and alcohol searches of personnel; vehicles on District property, purses, clothing, briefcases, or other employee personal property when there is a reasonable suspicion to believe that an employee may be in possession of drugs or alcohol. Searches on District premises and District property can be conducted at any time. The District will cooperate fully in the prosecution and/or conviction of any violation of the law.*

**CHAPTER XV  
MISCELLANEOUS PROVISION**

**Section 1. Safety**

*Each employee is required to adhere to all safety procedures set forth by the District, the state, and federal agencies. It is the obligation of all employees to report any unsafe conditions to the appropriate department heads and to inform their supervisor of an on-the-job or accident.*

**Section 2. Coffee Breaks**

*It is the policy of the District to permit one (1) fifteen (15) minute coffee break at the discretion of the department manager and the Chief Appraiser for every four (4) hours shift of work. It shall be understood that coffee breaks are a privilege, not a right. As such, the abuse of said privilege may lead to the revocation of said privilege. At no time will coffee breaks accumulate for later use or take precedence over the work situation on any given day. All breaks shall be taken in a designated break area away from the work area.*

**Section 3. News Releases**

*All news releases regarding extraordinary events that may attract media attention must be approved by the Chief Appraiser prior to their release.*

**Section 4. Lunch Periods**

*The scheduling of employee lunch periods will be determined by the department manager and/or Chief Appraiser to facilitate serving the public and permitting efficient department operations. Lunch periods shall not exceed one (1) hour in length except for business lunches in which case the employee shall return to work within a reasonable time upon completion of the business lunch.*

\*

**Section 5. Unauthorized or Improper Use of Official Badge or Uniform**

*No official or employees whose duties involve the use of a badge, card, uniform or clothing insignia as evidence of authority or for identification purposes shall permit such badge, card uniform or insignia to be used or worn by another person who is not authorized to use or wear of same, nor permit same to be out of his/her possession without good cause or approval of the Chief Appraiser.*

*Such badge, card, uniform or insignia shall be used only in the performance of the official duties of the position to which they relate or as may be otherwise approved by the Chief Appraiser.*

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\* Personnel Policy  
Revised 08/15/2005

## **Section 6. Smoking in the Workplace**

*The District maintains a smoke free office. No smoking is permitted in any part of the building. Employees may smoke outside in designated areas during breaks. When smoking or otherwise using tobacco products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. No additional breaks beyond those allowed under the Districts break policy may be taken for the purpose of using tobacco products. Dispose of any litter properly in the receptacles provided for that purpose.*

*Please remember to conform to the smoking use policy of our customers when working at a client's house.*

*All employees are expected to abide by this policy in all respects while at work, whether at district premises or at a customers site. Being permitted to use tobacco products during breaks is a privilege. If that privilege is abused, it may be withdrawn altogether.*

*Smoke or smoking shall be defined as the carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment or device and the lighting of, emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind. Smoking is allowed only during allowed breaks.*

## **Section 7. Use of Phones, Pagers and Mail Systems**

*Some employees are provided telephones and pagers as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Phone and pager use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Phone and pager invoices may be regularly monitored.*

*Employees may be required to reimburse the District for any charges resulting from their personal use of the telephone and pagers.*

*The use of District-paid postage for personal correspondence is not permitted.*

*To ensure effective telephone communications, employees should always use business etiquette and speak in a courteous and professional manner. This also applies to recorded greetings in all departments.*

## **Section 8. Computer and Email Usage**

*Computers, computer files, the email system, and software furnished to District employees are property intended for business use. Employees should not use a password (unless authorized), access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.*

*All data that is composed, transmitted, or received via our computer and communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.*

*The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.*

*For further explanation on computer and e-mail usage refer to your computer policy manually.*

#### **Section 9. Internet Usage**

*Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work-related data and technology.*

*For further explanation on Internet usage, please refer to your computer policy manual.*

#### **Section 10. Workplace Monitoring**

*Workplace monitoring may be conducted by the District to ensure quality control, employee safety, security, and customer satisfaction.*

*Employees who regularly communicate with customers may have their telephone conversations monitored or recorded.*

*Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of the District as well as their satisfaction with our service.*

*Computers furnished to employees are the property of the District. As such, computer usage and files may be monitored or accessed. Employees of the District recognize that the majority of our files and records are of public domain.*

*The District may conduct video or computer surveillance of non-private workplace areas. Monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.*

*Because the District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.*

Revised 08/15/2005

### **Section 11. Cell Phone Usage**

*The District provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Limitations will be issued by the Information Technology Department and abuse of cell phone usage will result in restrictions imposed, monetary restitution or removal of cell phone privileges.*

*Cell phone invoices may be regularly monitored.*

*Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.*

*As a representative of the District, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.*

*Although personal cell phone calls may not be eliminated in its entirety, all personal calls are to be conducted away from the work station upon approval of the department manager.*

### **Section 12. Reservation of Rights**

*The Chief Appraiser reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this policy, or procedures or benefits discussed herein. Upon any change, each employee will be given a copy of the revised policy changes in writing as soon as possible thereafter. Although adherence to this policy is considered a condition of continued employment, nothing in this policy alters an employee's status. This policy shall not constitute or be deemed a contract or promise of employment.*

*Employees remain free to resign their employment at any time for any or no reason, without notice, and the District retains the right to terminate any employee at any time, for any or no reason, without notice.*

**CAMERON APPRAISAL DISTRICT  
PERSONNEL POLICY MANUAL**

**ACKNOWLEDGMENT**

*I have received my copy of the CAMERON APPRAISAL DISTRICT Employee Handbook, which outlines my privileges and obligations as an employee. I have or will familiarize myself with the information in this handbook including the District's policies on harassment. I understand that nothing stated in this handbook or any other District policy or practice constitutes a contract employment or guarantee of any employee benefit.*

*Since the information in this booklet is necessarily subject to change by administrative action of the District, it is understood that policies set forth may be modified, superseded, or eliminated at any time. I understand and agree, that other than the Chief Appraiser of the District, no Manager or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment or benefit other than at-will. Only the Chief Appraiser has the authority to make any such agreement, and then only in writing signed by the Chief Appraiser which specifically references this change in the term and/or condition of employment. I also understand that I or the District may terminate my employment at any time for any reason. I further understand and agree that the District may offset any paycheck with any amounts that I owe them including the value of any District property that I need to return in good condition.*

*I acknowledge that I have read the District's policy on illegal and unauthorized items drugs, narcotics, controlled dangerous substances, alcoholic beverages, firearms and weapons (sections XIII, and XIV). I understand that the above mentioned items are prohibited on the District's premises which shall include all land, whether occupied or vacant, building, structures, installations, automobiles, trucks and other vehicles, lockers, and rooms. I understand that unannounced searches may be conducted of my person, my personal effects, including my vehicle if it is on District property, for the limited purpose of determining whether illegal and unauthorized items, drugs, narcotics, controlled substances, alcoholic beverages, firearms and weapons, and stolen property are in my possession while on any District work location. I understand that an unannounced urinalysis as well as blood and other tests may be used in determining the use of drugs, narcotics, controlled dangerous substances, and alcoholic beverages. I understand that a violation of this policy may subject me to discharge me from employment.*

*I give my consent to the District or its authorized representative to search my person or personal effects, and to a urinalysis, blood or other test. I further consent that the results of any urinalysis or a blood test be released to the District.*

*I further acknowledge that any translation, from English to another language, of this handbook and related manuals, shall be for reference only. I acknowledge that the official version of this handbook and related manuals shall be in English.*

*I further acknowledge that the District may request consumer reports or investigative consumer reports concerning me from consumer report agencies, and that such reports would be released to the District for purposes of evaluating my suitability for employment, promotion reassignment or retention as an employee in keeping with that policy. I additionally acknowledge my understanding that such reports may contain information concerning my credit standing or worthiness, character, general reputation, personal characteristics, or mode of living, and may include credit reports, criminal records checks, court records checks, and/or educational records and histories.*

*By my signature below, I consent to the release of consumer or investigative consumer reports that may be requested by the District regarding me, during the course of my employment and affirm that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke such consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement attached and returning it to the Human Resources Department at the District, or sending a signed letter or statement to the District at the same address, indicating that I revoke my consent to the District's obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to the District by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the District and confirm that all such information is true and correct.*

**Acknowledged by:**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Social Security Number*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

***Refusal or Revocation of Consent Statement (do not sign unless you have decided that you will not consent, or will no longer consent to the District obtaining consumer reports or investigative consumer reports regarding you for employment purposes).***

***I do not consent to the District obtaining consumer reports or investigative reports about me for employment purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after the District receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of the District who typically request consumer reports for the District. I acknowledge and consent to all other provisions of this acknowledgment provided above.***

***Acknowledged by:***

\_\_\_\_\_  
***Print Name***

\_\_\_\_\_  
***Social Security Number***

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

**WAGE DEDUCTION AUTHORIZATION AGREEMENT**

*I understand and agree that my employer, Cameron Appraisal District, may deduct money from my pay from time to time for reasons that fall into the following categories:*

- 1) My share of the premiums for the District's group medical/dental plan;*
- 2) Any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the District.*
- 3) Installment payments on loans or wage advances given to me by the district, and if there is a balance remaining when I leave the District, the balance of such loans or advances;*
- 4) If I receive an overpayment of wages for any reason, repayment of such overpayments to the District;*
- 5) The cost to the District of personal long-distance calls I may make on District phones or on District accounts, of personal faxes sent by me using District equipment or District accounts, or of non-work related access to the Internet or other computer networks by me using District equipment or District accounts.*
- 6) The cost of repairing or replacing any District supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the District during my employment;*
- 7) If I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from the District before accruing time to cover such advance leave, the value of such leave taken in advance that is not covered.*

*I agree that Cameron Appraisal District may deduct money from my pay under the above circumstances, or if any of the above situations occur.*

\_\_\_\_\_  
*Employee's name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*District Representative*

***Appendix "A"***  
***DRESS CODE***

## **DRESS CODE**

*All Employees shall adhere to the following dress code requirements. If you are unsure what is acceptable, please consult the Chief Appraiser.*

### **Shall wear:**

- 1. Attire that is business professional or business casual. (ex. Neat and pressed dress slacks, skirts, dress shirts, CAD logo shirts & blouses, etc.) Shirt & tie or CAD logo shirts during ARB season.*
- 2. Professional appearance. (neatly groomed, trimmed mustaches/beards and sideburns, proper hygiene, with makeup or grooming done prior to arriving at work) ready to conduct business with the public.*
- 3. Proper undergarments at all times.*
- 4. Proper office footwear at all times. Socks over the ankle bone when wearing shorts while on field duty.*
- 5. Shirt tails tucked in (in office and on field duty).*
- 6. ID tags while on duty.*

### **Shall not wear:**

- 1. Revealing, exposing, or tight form fitting clothing.*
- 2. See through shirts or blouses, low-cut tops, or unbuttoned shirts, tank tops, strappy tops, muscle shirts, halter tops, vests (without proper under clothing), or short/cut-off shirts that expose the midriff, or any other item of sheer or exposing material. Sleeveless blouses are not allowed while on field duty.*
- 3. High slits, ultra mini dresses or skirts, (more than 4 inches above the knee), or similar garments.*
- 4. Sundresses, eveningwear, or after 5:00 pm attire.*
- 5. Shorts, in any length. ( ie. jams, Bermudas, etc.) When on appraisal field duty walking shorts, or hemmed denim shorts are allowed, no brightly colored, loose fitting ankle pants, cut offs or above the knee shorts.*
- 6. Garments, pins, belts, patches, or similar items that advertise, decorate, or display tobacco, alcohol, drugs, or other substance abuse items.*
- 7. Garments, pins, belts, patches, or similar items marked, printed, stamped, or decorated with obscene, vulgar, suggestive language or advertisements of any kind, or signs, symbols, or the like.*
- 8. Jeans, Jean skirts, jean dresses, or jean jackets (blue or colored). Except on Fridays not during ARB season or while on appraisal field duty, in which case jeans should not be torn, faded, worn or frayed.*
- 9. Sweat pants, wind suits, warm ups, sports gear, or hoodies.*
- 10. Collarless shirts & tee shirts.*
- 11. Bandanas or other headgear (except protective gear issued by CAD). Hats, caps, or sunglasses (except as prescribed by a physician) inside the building.*

- 12. Flip flop sandals, tennis shoes, sneakers or similar shoes.(except while on appraisal field duty)**
- 13. Wet or ungroomed hair.**
- 14. Wrinkled, sloppy, worn or faded attire.**
- 15. Tattoos or unusual or uncommon piercings exposed to the public.**

***Appendix "B"***  
***MISCELLANEOUS FORMS***