

PERSONNEL POLICY

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SECTION I

OBJECTIVES

The purpose of this personnel policy is to insure equitable treatment of all district employees, to make all employees aware of their rights and privileges and what they can expect from the appraisal district as well as what the district expects from them.

The following policies are a working guide for the administration and employees of the Carson County Appraisal District. 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 Carson County Appraisal District.

STATEMENT OF POLICY

In terms of policy, employment with the Carson County Appraisal District shall:

1. Be based upon technical qualifications for the position;
2. Be subject to good behavior, satisfactory performance of the work and of the availability of funds;
3. Provide just and equitable incentives and compensation and conditions of employment with persons having similar duties and responsibilities on a uniform basis;
4. Honor and protect the rights and interest of employees consistent with the best interests of the Carson County Appraisal District.

APPLICABILITY

These policies shall apply to all employees in the service of the Carson County Appraisal District. The following channels of organization shall be observed by all employees to insure that all employees have specific duties and a purpose in the organizational structure. It will also facilitate the

dissemination of job assignments, and communication, and will insure adequate promotion and grievance procedures.

BOARD OF DIRECTORS
ADMINISTRATOR/CHIEF APPRAISER
EMPLOYEES

SECTION II
EMPLOYMENT INFORMATION AND REQUIREMENTS

FILING OF APPLICATION

Any person desiring to be employed by the district should file an application with the Carson County Appraisal District.

JOB OPPORTUNITY ANNOUNCEMENTS

The chief appraiser shall announce by newspaper advertising all vacancies to be filled. Each announcement, insofar as practicable, shall specify the title, nature of the job, and the required qualifications. Each announcement shall contain a statement affirming Carson County Appraisal District's commitment to a policy of equal opportunity employment.

EQUAL EMPLOYMENT

The Carson County Appraisal District will not discriminate against any employee or applicant for employment because of race, sex, color, religion, national origin, age marital status, political affiliation, physical disability, membership in employee organizations, or other non-merit factors. The appraisal district will take positive action to insure that qualified applicants are employed as opportunities arise, and the employees are treated equitably during employment. (Americans With Disabilities Act, effective July 26, 1992)

AT WILL EMPLOYMENT (Amended July 25, 2007)

If an employee is not under contract, he or she is an at-will employee. An employer can dismiss an at-will employee hired for an indefinite term at any time for any nondiscriminatory reason. Likewise, the at-will employee is free to terminate their employment at any time. Unfortunately for at-will employees, termination may result at any time for good reason, bad reason, or no reason at all.

SEXUAL HARRASSMENT (Amended August 15, 2002)

It is the policy of the Carson County Appraisal District to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee guilty of committing such conduct. (Amended July 25, 2007) This includes any harassment by use of internet or e-mail. This policy is based upon Title VII of the 1964 Civil Rights Act and court decisions.

Sexual harassment is illegal. 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. The Chief Appraiser should be notified immediately of any grievance.

NEPOTISM

Any immediate relative, whether by blood or marriage, of the board of directors or the chief appraiser will not be appointed to any position with the appraisal district (immediate family includes son, daughter, nephew, niece, aunt uncle, cousin, grandparent). This prohibition shall not apply to any person who shall have been continuously employed at least two years prior to the time of appointment of the board member or to the appointment of the chief appraiser.

RECRUITMENT

The chief appraiser will do the initial recruiting, interviewing, and screening. Suitable and eligible applicants will be referred to the board of directors for their approval. The chief appraiser will maintain a file of the applications.

CATEGORIES OF EMPLOYMENT

All appointments will be made to one of the following categories:

1. Regular Full Time – requiring service for the full work day. Pay full time and $\frac{3}{4}$'s full time all benefits except vacation.
2. Regular Part Time – requiring service for a fraction of the full work day. Part time employees are not eligible for retirement, group life or health insurance, sick and vacation leave, holidays or merit increases.
3. Temporary – requiring service that will last for a limited period of time, with the anticipated date of termination indicated at the time of employment. Temporary employees are not eligible for retirement, group life or health insurance, sick or vacation leave, holidays or merit increases.

PROBATION

Each permanent employee shall be on probation for the first 90 days of service. During this time, the supervisor will explain what the appraisal district requires of the employee, will help him or her learn his or her job, and will counsel with him or her as needed. The supervisor will submit a report stating whether or not performance has been satisfactory at the end of the probationary period. An employee may be removed at any time during his or her probationary period for unsatisfactory performance.

The chief appraiser will review all probationary evaluations. Only those employees who meet acceptable standards of ability, attitude, self-discipline, punctuality, and motivation shall be retained. Valid reasons must exist for discharge, and the employee must be advised of these reasons. The purpose of the probationary period is to determine that the employee can and will perform satisfactorily. It provides a period of training wherein the supervisor may help the employee succeed.

Upon satisfactory completion of the 90 day probationary period, each employee will be entitled to full benefits, including sick leave, annual leave, and grievance procedures.

SECTION III COMPENSATION AND BENEFITS

PAY

Pay rates will be monthly. All employees will be paid a monthly salary except for part time employees who will be paid by an hourly wage. Part time and temporary employees are not eligible for the benefits listed in this section. The official payday is the last working day of each month and salary checks shall not be released early. Unusual situations that might warrant exceptions to the above rules shall be settled by the employee and the chief appraiser.

(Amended July 25, 2007) No pay roll deduction will be allowed unless the deduction is authorized in writing or mandated by law. Any improper pay deduction shall be reimbursed to the employee (required under FLSA amendments effective 8/23/04).

HOLIDAYS (Amended 1-10-90)

The following days are designated as official holidays with pay for all regular full time employees. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

New Year's – Chief Appraiser's discretion
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving - Two (2) days
Christmas – Chief Appraiser's discretion

All full time employees shall receive full pay for each holiday observed by the appraisal district. An employee on vacation time when a holiday occurs will be granted a holiday at a date approved by the chief appraiser.

VACATIONS

Annual vacation is provided for regular full time employees. Vacation leave shall be granted on the basis of year's continuous service to the appraisal district.

1. One to three years – ten (10) working days per year
2. Three years and over – fifteen (15) working days per year.

SCHEDULING VACATIONS

The chief appraiser will ensure that all eligible employees take the full amount of vacation due them each year. Vacations should be scheduled far enough in advance to allow planning of operating requirements during the employee's absence.

1. Vacation leave shall be taken during the year following its accumulation.
2. Vacation leave credit may not be carried from one year to the next. The district will pay vacation time accrued only when an employee leaves the district.
3. Vacation leave should be taken in blocks of five days each. Employees are encouraged to take their entire vacation in one increment. Exceptions may be granted by the chief appraiser.
4. Absence on account of sickness in excess of accrued sick leave may, with the approval of the chief appraiser, be charged against vacation leave credit.
5. The chief appraiser will schedule vacation leaves with preference to the seniority of employees.
6. An employee on vacation time when a holiday occurs will be granted a holiday at a date approved by the chief appraiser.
7. The chief appraiser will keep records of vacation leave allowance and use.

8. Employees terminating with less than one year of service to the appraisal district will not be paid for accrued vacation.

SICK LEAVE (Amended 10-14-92)

All regular full time employees earn eight days of sick leave per year. Sick leave may accumulate from year to year, but no employee will receive compensation for sick leave upon termination of service with the district.

1. Sick Leave shall accrue from the date of employment.
2. Any illness in excess of three days must be verified by a doctor's statement.
3. An employee may be eligible for sick leave for the following reasons:
 - a. Personal illness or physical incapacity.
 - b. Quarantine of an employee by a physician.
 - c. Illness in the immediate family requiring the employee to remain home. (Immediate family is the husband, wife or child.)
4. Temporary and part time employees are not eligible for paid sick leave benefits.
5. If an employee exceeds the amount of sick leave accrued, he may with the approval of the chief appraiser, be allowed to take accrued vacation leave or personal leave.
6. An employee who does not use any sick leave during one calendar year will receive an extra day of vacation credit the following calendar year.
7. An employee who cannot report for work because of illness must notify the appraisal office within two hours after regular opening time. Failure to do so constitutes valid reason for absence without pay.
8. Abuse of sick leave benefits shall be grounds for disciplinary actions.
9. The chief appraiser will keep records of sick leave allowance and use.

PERSONAL LEAVE

A regular full time employee may have three days of personal leave a year. The employee should reserve these days for unexpected personal business or travel. Allowing employees personal leave days should help the chief appraiser to schedule all vacations in blocks of five or ten days each.

1. The employee shall notify the chief appraiser at least three days in advance of using a personal leave day. Exceptions must be approved by the chief appraiser.
2. Employees not using personal leave days will be compensated at thirty dollars per day of unused leave at the end of each calendar year.
3. The chief appraiser shall keep records of personal leave use.

MATERNITY LEAVE

All aspects of sick leave policy shall apply to maternity leave; however, arrangements should be made as to the length of leave the employee will be taking. Unpaid leave of absence cannot exceed 90 days unless there are medical reasons.

FUNERAL LEAVE

Funeral leaves come under the section of personal leaves.

JURY LEAVE

An employee may be granted leave with pay when required to be absent from work for jury duty or as a trial witness. Employee serving on juries will retain any fees paid for their services.

LEAVES RECORDED

All leaves used shall be recorded in half days of whole days only.

LEAVES WITHOUT PAY

The chief appraiser may grant an employee a leave of absence without pay for any good reason upon request and with consideration for the district's workload. These leaves should not exceed one month.

ABSENCE WITHOUT AUTHORIZATION

Any employee failing to report for work or failing to remain at work as scheduled, without proper notification, authorization or excuse shall not be paid for the period involved. Such absence will also be grounds for disciplinary action.

HEALTH INSURANCE COVERAGE

Coverage is provided for all regular full time employees at no cost to the employee. The health policy covers hospitalization, medical and dental

expenses. Group coverage is also available for employee's dependents at a reasonable cost to the employee.

(Amended July 25, 2007) If an employee chooses to be insured under their spouse's policy and not with the appraisal district group insurance, then the employee shall receive additional compensation per month as determined by the Board of Director's in lieu of insurance coverage.

LIFE INSURANCE

Employees are covered with a small life insurance in the amount of \$10,000.

WORKER'S COMPENSATION

All employees are covered under the Worker's Compensation Insurance Act. This act entitles any employee who is injured on the job to be compensated for lost time. Sick leave is not charged to employees under this leave.

RETIREMENT PLAN

Regular full time employees are covered under the district's retirement program. Each employee will contribute seven per cent (7%) and the district will contribute seven point six five per cent (7.65%) of the employee's salary. The employee may, at his or her option, enroll in a tax sheltered annuity plan.

SOCIAL SECURITY

The appraisal district is not covered by social security.

SECTION IV PROMOTION, TRANSFER, AND TERMINATION

PROMOTION

It is the policy of the appraisal district to provide promotional opportunities whenever possible to qualified district employees. The chief appraiser will maintain updated records of all employees and will include qualified employees as candidates for promotional consideration. Positions will be filled on the basis of merit with the most qualified person getting the job.

TRANSFERS

A transfer is the assignment of an employee from one position to another which does not include a promotion. A transfer may be affected at any time upon request of the employee and the convenience of the office with the approval of the chief appraiser.

TERMINATION

The chief appraiser may require the abolition of any position or a reduction in force. Employees will be retained first on the basis of performance and secondly, if necessary, on seniority of service with the district.

DISMISSAL

An employee may be terminated for misconduct, incompetence, excessive tardiness, etc. In most instances of violations, the employee will be given a written warning and a reasonable time in which to improve his or her conduct before termination proceedings are concluded. Texas is an "At-Will" State therefore an employee may be dismissed with or without cause.

RESIGNATION

To resign in good standing, an employee must notify the chief appraiser of his or her intention to resign and give reasonable notice.

RETIREMENT

Permanent employees may be retired on the first day of the month following their 65th birthday, although they are not mandated to do so. An employee may also retire after 30 years of service with the appraisal district.

SECTION V EXPENSE REIMBURSEMENT

The appraisal district budget shall include all necessary travel expenses required for district operations. Employees of the district shall be reimbursed for expenses incurred while performing duties related to their jobs, when such expense is at the request of the chief appraiser or the district board of directors. Prior approval for all expenditures must be obtained before any expenses are incurred.

The board will establish rates for travel expenses.

The following procedures shall be followed in all cases of persons incurring traveling expenses to be reimbursed by the appraisal district.

1. All travel expense reimbursements shall be paid by district voucher check after approval by the board of directors.
2. All expenditures for which reimbursement is requested shall be fully supported by receipts signed by the person furnishing the goods or services or by a statement from the individual on the accuracy of the amount.
3. When it is contemplated that an employee will incur traveling expenses in carrying out district business, and the expenses of the trip will be too great to be paid out of personal funds, the employee may submit a tentative budget of all known costs of the contemplated travel to the board of directors to receive an authorized travel advance. Upon completion of the trip, the employee shall submit a report and receipts for expenditures and shall return any unexpended cash or request reimbursement for any additional expenditures. All persons are expected to exercise diligence and care in handling the district monies. The board of directors shall either approve or disapprove expenditures made and may demand return of funds advanced, when in their opinion, the expenditures are not properly supported or justified.

SECTION VI ADMINISTRATIVE POLICIES

STANDARD HOURS (Overtime)

Most appraisal district employees will work 40 hours per week. Some employees, due to the nature of their work, may have to work more than 40 hours per week at certain times during the year. Compensation for this time will have to be arranged with the chief appraiser prior to actually working overtime.

TARDINESS

All employees are expected to arrive at work on time, if an employee is late for work, he or she should notify his or her immediate supervisor as soon as possible. Repeated tardiness at the start of each day, returning from lunch, or coffee break may subject an employee to disciplinary action.

TRAVEL

Approval from the chief appraiser is required before an employee may attend educational conferences or conduct other appraisal district business outside the district boundaries.

SAFETY

All employees of the district shall be safety conscious at all times. All employees will report safety hazards and practice accident prevention at all times.

TELEPHONE USE

Telephones in the offices of the appraisal district are for conducting the district's business. As a courtesy, the employees may use the phones for personal calls on a limited basis. Long distance calls should be approved by the chief appraiser.

When using the telephone, employees should identify themselves and be courteous and helpful at all times. Rudeness or inappropriate use of the telephone will reflect on the entire organization.

AUDIO AND VIDEO USE (Amended July 25, 2007)

There shall be no audio or video recording in the office of the appraisal district without consent of the chief appraiser.

INTERNET USE (Amended July 25, 2007)

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communication with other employees, our customers, outside vendors, and other businesses. Use of Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination.

Disclaimer of Liability: The appraisal district is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this

material while using the Internet. Users accessing the Internet do so at their own risk.

No expectation of Privacy: The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The appraisal district has the right, but not the duty, to monitor any and all aspects of its computer system.

APPEARANCE

Employees are urged to use good judgment in the manner of their appearance. Appropriate clothing is essential to provide a professional appearance.

PRIVACY (Amended July 25, 2007)

There shall be no expectation of privacy. The chief appraiser has the right to search anyplace on the premises in regard to appraisal district property and equipment.

SECTION VII EMPLOYEE STANDARDS OF CONDUCT

The following standards of conduct shall apply to all employees of the appraisal district:

1. All employees are expected to report to work on time and to be diligent in performance of their duties.
2. All employees shall maintain a high level of personal conduct, both on and off the job.
3. All employees shall exercise the utmost care in the use of district property.
4. All employees shall render courteous treatment to the public.
5. No employee shall accept gift or favor from any person, firm, or corporation that might reasonably tend to influence him or her in the discharge of his or her official duties; or, grant, in the discharge of his or her official duties, any improper favor, service, or thing of value.
6. No employee shall use his or her official position to secure special privileges for him or herself or others.
7. No employee shall grant any special consideration treatment, or advantage to any citizen, individual, or group beyond that which is available to every other citizen, individual, or group.

8. No employee shall disclose information that could adversely affect the affairs of the appraisal district, nor directly or indirectly, use any information gained by reason of his or her official position or employment, for his or her own personal gain or for the private interest of others.
9. No employee shall accept employment or engage in any outside activities which the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.
10. No employee shall accept other employment or compensation which could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.
11. No employee shall represent, directly or indirectly, or appear in behalf of private interest of others before the appraisal district board of directors and/or the appraisal board of review, nor shall he or she represent any private interest of others in any action or proceeding involving the appraisal district, nor participate on behalf of others in any litigation to which the appraisal district might be a party, nor shall he or she ever accept any retainer or compensation that is contingent upon a specific action taken by the district.
12. No employee shall use appraisal district supplies, equipment or facilities for any purpose other than the conduct of district business.

SECTION VIII DISCIPLINARY ACTION

POLICY

All employees of Carson County Appraisal District are expected to be mature, professional adults. In the event that the chief appraiser must discipline an employee, fairness and proper record keeping will be most important. Below is a listing of some, but not limited to, causes for disciplinary action and/or dismissal:

1. Incompetence, inefficiency, or negligence in performing the duties of the position.
2. Insubordination, refusal or failure to carry out instructions.
3. Falsification of pre-employment data.
4. Abuse of sick leave policy.
5. Excessive tardiness or absenteeism.
6. Unexcused absence from place of work/failure to notify superior of absences/abandonment of position.
7. Use of abusive language while on duty.

8. Reporting for duty while under the influence of alcohol or drugs.
9. Destruction, misappropriation, theft or conversion of the district's property.
10. The receipt of any gift or other form of compensation when by its receipt the position of the district and/or the employee would tend to be compromised.
11. Disclosure of confidential information as described in the State Property Tax Board Sec 22.27.
12. Violation of the personnel policies and regulations of the appraisal district.

CATEGORY OF DISCIPLINE

Depending on the severity of the infraction, the following forms of discipline may be administered:

1. Verbal Reprimand
2. Written Reprimand
3. Termination

Transfers and lay-offs are not to be used as disciplinary action against any employee.

PROCEDURE

All disciplinary actions, except for oral reprimands, which shall be documented and kept in the office files, shall be properly documented and filed immediately with the chief appraiser.

The employee shall be notified in writing of the conduct by the chief appraiser, and shall be given the opportunity to respond thereto. The chief appraiser shall then notify the employee of the type of discipline that will be administered and except for termination; the discipline shall become effective immediately.

APPEAL

All employees have the right to appeal any disciplinary action taken by the chief appraiser. The employee may request a conference with the Board of Directors at which the employee and the chief appraiser will be present.

SECTION IX GRIEVANCE PROCEDURE (Amended December 1986)

It is the intention of the Carson County Appraisal District to provide an effective and acceptable means for employees to bring problems concerning their well-being at work to the attention of management. No employee will be disciplined or discriminated against in any way because of his proper use of the grievance procedure.

An employee should discuss any complaints with the chief appraiser after the event bringing about the grievance.

1. The chief appraiser should do everything possible to resolve the grievance at this point.
2. Should this fail, the chief appraiser and employee will meet with the Board of Directors to attempt to resolve the grievance.
3. A decision of the chief appraiser is final.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYER HANDBOOK

The Employee Handbook contains policy information about the Carson County Appraisal District, and I understand that I should consult the Administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with the Carson County Appraisal District voluntarily, and understand that there is no specified length of employment. Accordingly, the Administrator can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Administrator may enter into an employment agreement for any specified period of time, or make any agreement contrary to the Appraisal District's stated employment-at-will-policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Appraisal District's policy of employment-at-will. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Director's has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask the Administrator or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Carson County Appraisal District following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Carson County Appraisal District's Employment Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Administrator listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name – Printed

Administrator

Date

EMPLOYEE
HANDBOOK