

COLEMAN COUNTY APPRAISAL DISTRICT

042

GENERAL POLICIES

SCHOOL COURSES

The District will pay all expenses for initial school courses for employees. The District will pay only the tuition on any make-up course. Two failures on any course and employment will be terminated.

BREAK TIME

Break time allowance will be dependent upon work load demanded by time of year. Normally, each employee is allowed a 15 minute break each morning and each afternoon. Break time cannot be taken in conjunction with beginning work time, lunch time, or quitting time.

PAY PERIODS

Employees will be paid on the 1st and the 15th of each month. Should the 1st fall on a Holiday, pay checks will be issued on the day prior to the Holiday. Should the 15th fall on a week-end, pay checks will be issued on the Friday before the week-end.

The pay checks received on the 15th of the month, will be for services rendered from the first day of the month and including the 15th of the month. The pay check received on the 1st of the month will be for services rendered from the 16th of the month to the last day of the month.

Pay checks will not be issued to any employee except on the designated dates or upon approval of the Chief Appraiser that an un-due hardship will be created for the employee due to illness or vacation.

HOLIDAYS

The following days will be observed as official holidays and shall be with pay:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day
8. Birthdays

Floating holidays are days which fall on a Saturday or Sunday and the next day is observed. An extra day for Thanksgiving and Christmas may be approved by Chief Appraiser if no conflict with work load. Should any holiday fall within a regularly scheduled vacation, the employee will receive benefit of the holiday by adding one day to the scheduled vacation time.

VACATION

Vacation time will be as follows:

Two weeks after one year employment, and three weeks after 10 years of employment, on a schedule approved by the Chief Appraiser. Vacation time cannot accrue on a carry-over basis from a previous year. Vacation time cannot be used in place of required notification of job change.

Employee leaving the employment of the Appraisal District will not receive vacation pay unless proper two weeks notice is given the Chief Appraiser and employee has met all requirements to qualify for any vacation. Employees that are laid off or fired will only be paid for unused vacation time.

CITIZENSHIP LEAVE

Employees shall be granted leave with pay when it becomes necessary for them to be absent from work for the purpose of Citizenship obligations such as:

1. Witness Duty (When subpoenaed)
2. Jury Duty
3. Voting and other similar obligations

Employees are required to notify the Chief Appraiser in advance of citizenship duties.

EMERGENCY LEAVE

A maximum of three days per year will be allowed for emergency leave for the purpose of attending funerals of the spouse, Mother, Father, Children, Grandchildren, Grandparents of employee or spouse, Mother-in-law, Father-in-law. Also up to three days per year will be allowed for attending to the medical needs of members of the immediate family. Should more than three days be needed for these purposes, the additional time will be charged to:

1. Sick Leave
2. Vacation time
3. Time off without pay

Definition of "immediate family" will normally mean, members of your family living with you in your home, and Mother, Father, and children.

SICK LEAVE

A maximum of 10 working days per year will be allowed for sick leave. The maximum number of days which shall accrue to the employee shall not exceed sixty days of any one time. The Appraisal District will not pay the employee for un-used sick leave time accumulated. When the accumulated sick leave time is used by the employee, that employee will go on time-off without pay status. Sick leave may be used for maternity purposes and for attending medical needs for the immediate family.

PERSONAL LEAVE

All employees will be given two personal leave days per year. These days are to be used to take care of personal items that are not covered by sick leave. These days are not accumulative.

TRANSPORTATION

All employees involved in appraising property, whether Real or Personal Property, must have their personal vehicle available at all times.

GROUP INSURANCE

Coleman County Tax Appraisal District provides a medical insurance policy for all full time employees. The District reserves the right to delete or change insurance companies or policies as they see fit. Anyone wishing to add spouse and/or dependents on their policy must pay all the cost of the spouse and/or dependent coverage. Any extra insurance coverage that is available must be paid by the employee. Payroll deductions will be used. No additional compensation will be paid in lieu of insurance premium if employee chooses not to participate in the insurance program.

TWO WEEK NOTICE

Two weeks advance notice is required when an employee plans to leave employment of the Coleman County Tax Appraisal District.

COMPENSATORY TIME

Compensatory time may be granted by Chief Appraiser for hours worked overtime by employee.

LEAVE OF ABSENCE

Leave of absence without pay will be given on approval by the Chief Appraiser. Payment of retirement and health insurance premiums are to be paid by the employee to whom the leave is granted. Any leave over 60 days must have Board of Directors approval.

RETIREMENT

The Coleman County Tax Appraisal District offers a retirement program for all full time employees. If employee chooses not to participate in Retirement program no additional compensation will be paid in lieu of retirement cost. The District will pay one half the cost of retirement plan and the employee will

pay one half. The employees part will be by payroll deduction.

TRAVEL EXPENSE

Each employee is responsible for maintaining an itemized list of travel expenses with tickets on reimbursable expenses. Each employee is responsible for turning expense forms in to the bookkeeper. All expense forms will be approved by the Chief Appraiser.

ADVANCED MONEY

If employee has been advanced money for a school or conference or any other trip, the money is to be turned in to the bookkeeper by 12:00 noon on the morning that the employee returns from the trip. All money and tickets along with an explanation sheet stating total amount advanced, itemized spending, and the amount to redeposit must be turned in at this time.

MILEAGE

Mileage expenses will be paid the the employees for the use of their private vehicle as follows:

1. ^{.505}\$.25 per mile inside city limits of Coleman, Texas.
2. ^{.505}\$.30 per mile in rural areas.
3. ^{.505}\$.20 per mile for business trips out of town.

APPEARANCE CODE

Employees are required to be well groomed at all times during working hours. No unusual attire will be allowed. Specific requirements are at the discretion of the Chief Appraiser and/or the Board of Directors. Repeated disregard of appearance code can lead to dismissal.

SEXUAL HARASSMENT

1. It is the policy of the Coleman County Tax Appraisal District to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee guilty of committing such conduct. This policy is based upon Title VII of the 1964 Civil Rights Act and court decisions.
2. 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.
3. The Chief Appraiser should be notified immediately of any grievance.

Coleman County Tax Appraisal District

BILL W. JONES
Chief Appraiser
P. O. Box 914
COLEMAN, TEXAS 76834

To: All Board members and employees of the Coleman County
Tax Appraisal District.

Subject: Delinquent taxes

Date: 2-12-90

The Board of Directors of the Coleman County Tax Appraisal District on February 12, 1990 at the regular meeting did pass unanimously the requirement that all board members, and employees of the district must have a current status on all their taxes. Taxes are delinquent as of February 1, 1990 for 1989 taxes. This policy goes into effect immediately. Failure to comply to this policy will automatically result in termination of board member or employee.