

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

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Important Note: The official version of DCAD Personnel and Administrative Policies and Procedures is contained on the DCAD intranet site, which is available to all employees. In the event of any discrepancy between this printed version and the version contained on the intranet, the version on the intranet shall prevail.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

The personnel policies obtained herein were approved by the Board of Directors of the Dallas Central Appraisal District on January 9, 1985, to be effective on February 1, 1985. All revisions contained herein were approved to be effective on the date indicated, and supersede previous policy(ies) as of that date.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 100

POLICY NAME: **POLICY STATEMENT**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

The personnel policies contained in this manual are intended to promote the successful operation of the Dallas Central Appraisal District. By using these policies as a guide, it is the responsibility of the District management to provide the mechanism for implementation of these policies in the form of an employee handbook and administrative procedures. The use of established policies with administrative controls will allow the proper combination of consistency and flexibility necessary to meet the demands of effective human resources management.

The Board of Directors of the Dallas Central Appraisal District reserves the right to amend, delete, or otherwise change any portion or portions of these policies without prior notice. These policies are not intended to imply any contractual arrangement or create a property right to employment between the Dallas Central Appraisal District and the employees of the District, but to instead offer a framework for responsive and responsible management in a fair and consistent manner.

In any instance in which any federal or state law, rule or regulation is in conflict with any policy or procedure contained herein, the state or federal law, rule or regulation shall govern. In such instances only the policy or procedure affected shall be invalidated, and all other policies and procedures contained herein shall remain in force.

The Board of Directors delegates to the Chief Appraiser the authority to adopt such procedures, rules and regulations, which are necessary to implement the policies, set forth herein.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 101

POLICY NAME: **EMPLOYMENT SELECTION AND CONDITIONS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: It is the policy of the Dallas Central Appraisal District to select and employ the most qualified individuals for each opening within the District. The District will employ individuals based on their qualifications, and in no instance will restrict, inhibit, or in any way discourage or deny employment or advancement opportunities to any applicant or employee because of their age, race, color, sex, religion, disability, or ethnic origin. The District shall utilize nondiscriminatory selection procedures, and monitor these procedures to insure full consideration is given to all applicants for employment. When tests are used as a part of the selection process, only those tests, which do not conflict with state and federal guidelines on employee selection, shall be utilized.

The District shall insure that all employees have the right to avail themselves of all employment benefits and opportunities without regard to their race, color, sex, religion, disability or ethnic origin. The District shall implement procedures so that any employee or applicant that feels they have been denied any opportunity as stated in this policy may address such grievance to the management of the District.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 101.1

POLICY NAME: **PART TIME AND TEMPORARY EMPLOYMENT**

EFFECTIVE DATE: NOVEMBER 1, 1996

REVISED:

Employment and Benefits

The Director/Chief Appraiser may authorize the use of part time and/or temporary employees to be carried on the payroll of the District. Employees categorized as part time will have a normally scheduled work week of less than 30 hours, and will not average more than 29 hours worked per week during any calendar quarter except for temporary periods of time, i.e. a college student working full-time over the summer or a semester break. Employees categorized as temporary will have an anticipated period of employment not to exceed one year, other employees (either full time or part time) will be considered to be regular employees.

Temporary employees (either full time or part time) will not accrue any benefits except those required by law or regulation. Temporary employees will not be accorded membership in the Texas County and District Retirement System (TCDRS) and will be subject to the full FICA tax rate.

Regular part time employees will become members of TCDRS and will be eligible for a limited holiday and vacation benefit as outlined in Policies 110 and 111.

No other benefits of any type, including but not limited to insurance, sick pay, leaves of absence, etc. are to be made available to any part time or temporary employee.

Disciplinary Procedures

All District policies will apply to temporary and part time employees with the following exceptions:

- 1) Temporary employees may be terminated at any time the responsible Manager determines the required work is completed, or that the special assignment should be ended, regardless of the original anticipated assignment length discussed with the employee.
- 2) Scheduling of work times and/or hours is at the sole discretion of the responsible Manager. Temporary and/or part time employees may be terminated immediately if they are unavailable to work required schedules even if changes conflict with the original anticipated work schedules.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 101.2

POLICY NAME: **FLEXIBLE WORK SCHEDULES**

EFFECTIVE DATE: NOVEMBER 1, 1996

REVISED:

Overview

The Director/Chief Appraiser may authorize certain Departments and/or Divisions to utilize flexible work schedules. The following guidelines will be in effect when establishing flexible work schedules.

- 1) All such schedules that are established must either equal or improve the service level of the individual position and must not disrupt the normal business activities of the District, Department, or Division.
- 2) Any employee, who in the opinion of the responsible Manager, abuses or otherwise causes disruption while on a flexible work schedule or performs in an unsatisfactory manner (including production quality or quantity) may have their flexible work schedule revoked and the employee may be placed on a standard work schedule immediately.
- 3) If, in the opinion of Management, flexible work schedules for any or all employees in the District, Department, or Division should be rescinded for any reason, the employees so affected may be immediately placed on a standard work schedule.

Flexible Work Schedule Design Processes

Each Department and Division has different responsibilities and obligations to both internal and external customers. Because of these differences each Department and Division will be looked at individually when, and if, a flexible work schedule is devised. Not all positions within the District are suited for flexible work schedules. The following guidelines should be observed:

- 1) Appropriate Management/Supervisory personnel must be available when non-exempt employees are scheduled for flexible working hours.
- 2) All positions must be evaluated as to their suitability to flexible working hours. Impact on all internal and external operations must be carefully reviewed. All positions should be listed indicating whether they are subject to flexible scheduling, subject to limited flexible scheduling, or not subject to flexible scheduling.
- 3) Once the parameters are established the options to be made available to employees should be instituted in conjunction with Human Resources and approved the Department Director.
- 4) Once all options are prepared and presented to employees and the individual employee requests are received the Division Manager should review the actual plan and personnel requests with the Department Director and Human Resources.
- 5) Once a plan is approved the employees are to be notified of the effective date of the schedule changes. Individual schedules should be effective for not less than 6 months except in the case of extenuating circumstances. Division Managers may authorize temporary deviations from an employee's schedule but may not authorize work to be made up outside of the normally scheduled work week (Saturday through Friday) of the District.
- 6) All schedules for full-time employees must include 40 hours of work per week.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 102

POLICY NAME: **EMPLOYMENT OF RELATIVES**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: Under no circumstances shall a person related by blood or marriage (nephews, nieces, aunts, uncles, first cousins, second cousins, and grandparents) to any member of the Board of Directors or the Director/Chief Appraiser be employed or appointed to any position within the District. This prohibition shall not apply to any person who has been continuously employed at least two years prior to the time of appointment of the Chairman or Board Member, or the appointment of the Director/Chief Appraiser.

Under no circumstances will an applicant be employed in a Division in which a member of his/her immediate family is presently employed or be supervised in any capacity by a member of his/her immediate family. An immediate family member includes spouse, parent, child (including stepchildren), brother or sister. The District will comply with state law concerning employment of relatives. Violations will result in termination or other appropriate disciplinary action.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 103

POLICY NAME: **ACCEPTANCE OF GIFTS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: Employees of the District shall not accept gifts of value from individuals, groups, organizations, or companies that do business with or are soliciting to do business with the District.

Employees should not offer gifts as individuals or groups to their Supervisors, Managers, Directors, or Chief Appraiser, or to members of the Board of Directors of the District for any reason. Violations of this policy may result in disciplinary action.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 104

POLICY NAME: **JOB SAFETY**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: All employees are to exercise caution in the conduct of their job, and to report unsafe work conditions to the appropriate Director or Manager. If an employee is injured while on the job, the employee will immediately notify their Supervisor, who will in turn notify the appropriate Division Manager and the Human Resources Division. Employees who use an auto in conducting the business of the District will insure their automobile is operating properly and complies with the auto inspection requirements of the state of Texas. All employees will use safe driving techniques and exercise courtesy in the operation of their vehicle.

The District management will establish procedures to report and investigate work-related injuries and accidents, and to prevent the reoccurrence of unsafe conditions whenever possible.

**DALLAS CENTRAL APPRAISAL DISTRICT
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PROCEDURE NUMBER: 104.1

PROCEDURE NAME: **MEDICAL EMERGENCIES**

EFFECTIVE DATE: SEPTEMBER 1, 1988

REVISED:

PROCEDURE STATEMENT: In the event of a medical emergency, the Division Manager (or in their absence, the Assistant Manager or Supervisor), will be responsible for assessing the situation and determining whether or not to summon emergency medical assistance. An employee for whom emergency medical assistance is summoned must obtain a medical release prior to returning to work. This is required even if the employee refuses the medical assistance that was summoned.

The Division Manager will notify the appropriate Director in each instance that medical assistance was summoned. In the event a job related injury is involved, the Human Resources Division will be notified and the Division Manager will complete and file an injury report within 24 hours of the event.

**DALLAS CENTRAL APPRAISAL DISTRICT
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PROCEDURE NUMBER: 104.2

PROCEDURE NAME: **DRUG FREE WORKPLACE**

EFFECTIVE DATE: JANUARY 1, 1991

REVISED: JULY 1, 1993

PROCEDURE STATEMENT: The Dallas Central Appraisal District is committed to operating a drug and alcohol free workplace. The term "drug" includes the use of illegal and controlled substances as well as inhalants. This procedure applies to all employees and has the purpose of providing information on obtaining treatment as well as providing information on the penalties for violation of this procedure. The District provides group insurance programs that will assist the employee in enrolling in a qualified rehabilitation program in either an inpatient or outpatient basis. Information regarding the group insurance and qualified rehabilitation plans may be obtained from the Human Resources Division or directly from the insurance provider.

Employees who sell, distribute, or otherwise engage in the use of illegal drugs or inhalants will be subject to immediate termination. Employees whose performance at work is impaired because of alcohol use or who consume alcohol while on duty are subject to disciplinary action including termination. Questions regarding this personnel procedure should be directed to the Human Resources Manager.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 104.3

PROCEDURE NAME: **POSSESSION OF FIREARMS**

EFFECTIVE DATE: OCTOBER 1, 1995

REVISED:

Possession and use of Firearms

The possession of firearms or explosive devices of any type within the DCAD office building by any employee is strictly prohibited. This prohibition shall extend to all members of the general public as well. Regardless of any license or permit an employee may possess, no employee is authorized, or permitted, within the scope of his or her employment, to openly display or use any firearm.

Any employee who violates this policy is subject to immediate termination of employment.

In order to enforce this policy the District reserves the right to conduct reasonable inspections and searches of all items entering and/or stored within the DCAD office building, including, but not limited to desks, files, and other equipment and furniture owned by the District as well as any personal items including but not limited to briefcases, purses, food containers, etc., and including appropriate personal searches.

The DCAD will seize any firearms or explosive devices that are discovered in violation of this policy, the disposition of any items so seized will be determined on a case by case basis.

POLICY NUMBER: 105

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NAME: **PROBATIONARY EMPLOYMENT PERIOD**
EFFECTIVE DATE: FEBRUARY 1, 1985,
REVISED: DECEMBER 1, 1999

POLICY STATEMENT: All new employees of the District will be considered to be probationary for a period of six months from the date of employment (first day worked). During this period each employee will be evaluated on their job performance and progress in the training programs applicable to their positions. A probationary employee can be terminated at any time without cause. Appeal rights shall apply (see Policy 119).

Probationary employees may utilize accrued sick time after completing three months of employment (see Policy 115).

Probation may be extended for up to 30 days on the written recommendation of the Supervisor and approval of the Division Manager. After 30 days, the employee must be accorded non-probationary employee status or be terminated. When probation has been extended, the employee may use any sick time accrued, as allowed by policy, but may not utilize any vacation or compensatory time except under extenuating circumstances and written authorization of the division manager.

A probationary employee may apply for any position within the District for which he/she is qualified. Should the employee be selected for the position, they will be placed in the appropriate pay grade and assume the full responsibilities for the position. The employee will then be maintained on a probationary status for performance review purposes only until they have completed six months in the new position.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 105.1

PROCEDURE NAME: **APPLICATION PROCEDURES FOR PROBATIONARY EMPLOYEES**

EFFECTIVE DATE: SEPTEMBER 1, 1992

REVISED: MARCH 2, 1999, APRIL 1, 1999, MARCH 1, 2000

PROCEDURE STATEMENT: Personnel Policy 105 provides that probationary employees may apply for positions for which they are qualified within the District. A qualified probationary employee will be defined as one that:

1. Has previous experience and/or education that would qualify them for the position for which they wish to apply.
2. Has the approval of their Department Director to apply for the position.

Transfer requests (for positions of equal or lesser grade) will not be considered from probationary employees unless the following conditions are met:

- 1) The transfer is in the best interest of the DCAD
- 2) The employee does not have any disciplinary actions (either group I or group II)
- 3) The employee's Supervisor, Manager, and Director agree to and sign off on the request
- 4) The Director, Manager and Supervisor in the receiving department/division agree to and sign off on the request

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 106

POLICY NAME: **EMPLOYEE CLASSIFICATION**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: The Director/ Chief Appraiser of the District shall determine the organizational structure of the District. All positions within the District will be grouped in classifications established by the Director/Chief Appraiser. A job evaluation committee shall be established to review each job on an annual basis to determine if the position is properly graded. The District shall also establish procedures to review a job should the content of the job change within the year. Once assigned to a grade, the employees in that job will be paid no less than the minimum rate for the grade, and will not be raised above the maximum rate assigned to that grade. In the event a position's grade and/or salary range are lowered, and the rate of pay of an employee is above the new maximum rate his/her job is assigned to, their rate of pay will not be decreased, but will be frozen until such time as the maximum rate of pay for the position exceeds the employee's rate. This provision is only effective if the employee is not reassigned to another position.

On an annual basis the management of the District shall be responsible for conducting a review of competitive salaries and recommending appropriate changes to the Chief Appraiser. The Chief Appraiser shall have the authority to raise or lower the rates for each grade, as long as such changes are within the limitations of the approved budget.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 107

POLICY NAME: **WAGE AND SALARY ADMINISTRATION**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: FEBRUARY 5, 1992, NOVEMBER 6, 1996, AUGUST 13, 2008

POLICY STATEMENT: The Dallas Central Appraisal District shall adopt a merit-pay program for all employees of the District. The objective of the program will be to compensate employees based on their demonstrated job performance through the use of employee evaluations. As part of this program, the District will evaluate each employee's performance annually either on their anniversary date or during the month of September to determine appropriate rates of increase. If, after review of competitive salary surveys, an adjustment in salary is appropriate, it will be effective immediately. The schedule to determine the effective rates of increase will be developed and maintained by District Management and will be planned so as to fall within the limitations outlined in the approved budget.

The Management of the District will insure that all employee evaluations are made in a fair and consistent manner and that all criteria used shall be as objective as possible. When appropriate, multiple raters will be used for each employee evaluation.

Employees who have reached the maximum of their pay grade will not have their base pay adjusted above the maximum, however any portion of their merit increase that would fall above the maximum of the grade may be awarded to the employee as a lump sum payment.

The lump sum payment program is not a contractual arrangement between the District and its employees and may be modified or canceled at any time without prior notice by the Board of Directors of the District. The lump sum merit award will be payable in two equal installments on September 15 and March 15 of each year. To receive a payment the employee must be actively employed on the specified date. Termination of employment at any time prior to a payment date will void the payment obligation of the District.

The Management of the District will maintain administrative procedures consistent with accepted personnel practices to insure that the Merit Pay Program is implemented fairly and consistently.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 107.1
PROCEDURE NAME: **COMPENSATION OF NEW EMPLOYEES**
EFFECTIVE DATE: JULY 1, 1987
REVISED:

PROCEDURE STATEMENT: New employees will be paid at least the minimum starting salary (as set forth by the Human Resources Division and approved by the Director/Chief Appraiser) for the position for which they are hired. Prospective employees with previous experience may be started at a higher rate (up to 10% above the minimum rate), at the request of the Division Manager. The Director may approve starting rates of up to the “midpoint” of the salary scale. The Director/Chief Appraiser must approve starting rates in excess of the “midpoint”.

In all cases the Director/Chief Appraiser will review and approve all new hires, and may reject or modify any recommendation for employment.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 107.2

PROCEDURE NAME: **MERIT INCREASES/PERFORMANCE EVALUATIONS**

EFFECTIVE DATE: JULY 1, 1987

REVISED: NOVEMBER 1, 1988

PROCEDURE STATEMENT: When an employee's performance review is such that it would call for the maximum raise under the current increase scale, the employee's manager will submit to the Director/Chief Appraiser a memo through the Human Resources Division summarizing the basis for the rating. The memo should be submitted within five days of receipt of the review. This requirement is designed not to discourage such an exemplary rating but to insure that such ratings are consistent with the goals of the District's Pay for Performance Program.

Any annual performance evaluation that obtains a score that would require the employee to be placed on probationary status (as per guidelines issued by the Human Resources Division) will constitute the violation of Personnel Procedure 119.1, Group II, Number I. Probationary status will last for a period not to exceed ninety (90) days, unless a thirty (30) day extension is requested and approved by the Division Manager and the Director/Chief Appraiser. The employee will be evaluated every 30 days, and should the evaluation require a continuance of probation, an additional violation of 119.1, Group II, Number I, will occur. At the conclusion of the probationary period (including any approved extension) the employee must have an evaluation score sufficient to remove them from probation or their employment will be terminated. Appeal rights outlined under Policy 119 will apply.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 107.3

PROCEDURE NAME: **PAYMENT OF WAGES**

EFFECTIVE DATE: FEBRUARY 12, 1997

REVISED:

Employees will be paid on the 15th and last day of the month unless the 15th or last day of the month occurs on a non-workday. In such instances payday will be the last workday prior to the 15th or last day.

Loans and advances against payroll are prohibited. Paychecks will not be released early unless the employee has a previously scheduled paid day off, then paychecks will only be released after 5:00 p.m. the day prior to payday. To receive a check early the employee must have a written release from their Division Manager. The District reserves the right to cancel the early release of any or all checks for any reason.

While the District may have a practice of releasing checks earlier, the official time for the release of checks to employees shall be 5:00 p.m. on the scheduled payday.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 108

POLICY NAME: **OVERTIME PAYMENTS AND COMPENSATORY TIME**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: JANUARY 14, 1987

POLICY STATEMENT: The Management of the District shall establish a procedure to administer the payment of overtime wages. These procedures will include the eligibility requirements, authorizations required, and methods of payment. The Management of the District shall insure that in all cases employees covered under overtime rules and regulations are paid for all time worked as allowed by applicable policy, rule or regulation. The Director/Chief Appraiser, at his option, may authorize the use of compensatory time, as long as such procedures for implementation comply with applicable federal and state regulation, and such time is accrued at the standard overtime rate of 1.5 hours for each hour worked over forty (40) hours.

In all instances, the District shall comply with all applicable federal, state and local laws and regulations pertaining to the payment of salaries and wages.

PROCEDURE NUMBER: 108.1

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NAME: **PAYMENT OF OVERTIME**
EFFECTIVE DATE: FEBRUARY 1 1985
DATE REVISED: AUGUST 1, 1985, SEPTEMBER 1, 1991, DECEMBER 1, 2006

Compensation for overtime purposes will only be paid to non-exempt personnel (see Section B of this procedure). Payment of Premium wages to certain exempt employees is permitted (see Section C of this procedure) in certain situations.

A). Recording and Payment of Overtime Pay

1. Overtime should only be used when necessary. Supervisors should assure that normal production is being achieved before overtime is requested.
2. A request for overtime must be submitted to the appropriate Director. The Director will review the request and either approve or disapprove it.
3. Overtime hours must be supervised by the appropriate Supervisor except in departments or under circumstances approved by the Director.
4. Overtime hours will be paid at time and one half.
5. The standard work- week of the District will commence at 7:00 a.m., Saturday. Overtime payments for non-exempt District employees will be based on hours worked (over forty) within this work- week.
6. Non-exempt employees will be responsible for completing time sheets for all hours worked.
7. Time sheets for all non-exempt employees will be submitted to Human Resources with the normal payroll submissions.
8. Unauthorized overtime will subject the employee to disciplinary action.
9. Holiday and vacation time will be considered as time worked, for the computation of overtime.
10. Sick time will not be counted as time worked in computing overtime.

B). The classification of a position as "exempt" or "non-exempt", will be determined by the Human Resources Division's review of the job, and applicable sections of the Fair Labor Standards Act as amended.

C). Payment of Premium Pay to Exempt Employees

Exempt Appraisers in grades 20-22 who are scheduled to work in order to accommodate extended hours for the public during the Summer ARB process (typically Tuesday evenings and Saturdays) will be eligible to receive Premium Pay for those hours in addition to their normal pay. Premium Pay will be calculated at 1.5 times the normal rate of pay. Premium Pay may not be paid to exempt employees for any other reason unless specifically approved by the Executive Director/Chief Appraiser.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 108.2
PROCEDURE NAME: **PAYMENT OF COMPENSATORY TIME**
EFFECTIVE DATE: AUGUST 1, 1985
DATE REVISED: JULY 1, 1987. DECEMBER 1, 2006

DECEMBER 1, 2006

Exempt Employees

Compensatory time may only be earned when approved by the appropriate Department Director. Each Department will establish procedures for administering compensatory time for exempt employees. Exempt employees will earn compensatory time at a rate of one to one. Exempt employees whose employment is terminated will not be paid for any unused comp time.

Non-Exempt Employees

Compensatory time may only be earned when approved by the appropriate Director and the Executive Director/Chief Appraiser. A written request will be generated by the responsible Manager stating the reason requiring the use of compensatory time, the approximate number of employees involved, the hours to be worked and the dates the work is to take place. A copy of all approved compensatory time requests for non-exempt employees will be forwarded to the Human Resources Manager.

The Managers involved will insure that all compensatory time for non-exempt employees is earned is at the rate of 1.5 hours for each hour worked. Should a non-exempt employee terminate employment, all compensatory time due will be paid in full. In all cases, compensatory time will be worked in accordance with regulations issued by the appropriate government authorities.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 109

POLICY NAME: **BENEFIT PLANS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: JANUARY 1, 1995, OCTOBER 2, 2002

POLICY STATEMENT: The following benefit plans (in addition to those already covered by policy) are authorized, but not required, to be offered by the District to its full-time employees.

- Group medical insurance, HMO (Health Maintenance Organization), or a Point of Service or combined coverage plan as approved by the Board of Directors of the District. The District will pay the premium for the single rate unless multiple plans are offered, then the cost differential, if any, between the least expensive rate and other coverage will be the responsibility of the employee.
- Optional dependent medical or HMO coverage with the premiums to be paid by the employee.
- Term-life insurance in the amount of one times the employee's annual salary up to a maximum of \$175,000 for each employee of the District, the premium to be paid by the District.
- AD&D life insurance in the amount of one times the employee's annual salary up to a maximum of \$175,000 for each employee of the District the premium to be paid by the District.
- Optional additional term-life and AD&D insurance to be made available to the employees of the District at the employee's own expense.
- Long-term disability insurance with premiums to be paid by the District.
- Dental insurance (indemnity, DMO, or Combined Coverage Plan) for the employee with the premium of the least expensive plan to be paid by the District. Any additional cost to be paid by the employee.
- Optional dental insurance (indemnity, DMO, or combined coverage plan) for dependents with the premium to be paid by the employee.
- Membership arrangements for employees to join a credit union at their option.
- A deferred compensation program to be made available to employees.
- A retirement program through the Texas County and District Retirement System with membership required of all regular employees.
- Workers compensation insurance
- A premium-only-plan (IRS section 125) allowing for the favorable tax treatment of employee contributions to approved benefits as long as such a program is allowed under the applicable IRS and other governmental regulations.
- Flexible spending accounts (FSA's) as permitted by the IRS code to allow employees to utilize pre-tax dollars to pay for certain qualified medical and dependent child-care expenses.

The District management will implement procedures to administer these benefits to the employees of the District. The Board of Directors of the District must approve any substantial changes in benefits, or providers of benefits included in these policies. The effective dates and actual benefits, if any, will be determined by the official plan document or contract in effect at that time.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 110

POLICY NAME: **OBSERVANCE OF HOLIDAYS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: FEBRUARY 6, 1991, FEBRUARY 12, 1997, DECEMBER 1, 1999, MAY 1, 2007

POLICY STATEMENT: All employees of the District are entitled to time off with pay to observe the following holidays:

NEW YEARS DAY

MARTIN LUTHER KING DAY

GOOD FRIDAY

MEMORIAL DAY

INDEPENDENCE DAY

FLOATING HOLIDAY

LABOR DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS EVE

CHRISTMAS DAY

If a holiday falls on a Saturday it will be observed on the preceding Friday, if it falls on a Sunday, it will be observed on the following Monday. Temporary employees will not be paid for holidays. An employee on vacation when a holiday occurs will not be charged a vacation day for that day off. If an employee's normal day off is a recognized holiday, the employee will not receive additional time off except as provided for in the next paragraph.

In order to equalize the amount of holiday time between regular full time employees on differing work schedules, the total amount of holiday time available to employees actively employed on the first of each calendar year will be eighty-eight (88). At the end of each calendar year the amount of holiday time actually used will be subtracted from eighty-eight (88) hours and a debit or credit for that amount will be applied to the employee's vacation balance. Employees must be actively employed on the first of each year to receive this adjustment. Employees hired after the first of a year will be paid for time off due to a recognized holiday but will not accrue any hours for holidays that may occur on a normal day off or receive any year-end adjustment.

Employees employed prior to July 1 in any year will be eligible to schedule a floating holiday within the calendar year. The Floating Holiday may be utilized by the employee to celebrate any other special day or other holiday not already recognized by the District

Employees who are required to work on a holiday (such as Computer Operations Support positions) will have the option of being paid for the holiday in addition to receiving their normal pay or receiving an equivalent day off at a later date.

Temporary employees will not be eligible for holiday pay. Regular part time employees will be paid holiday pay only if their normally scheduled work time falls on a holiday; then payment will be made only for the hours normally scheduled.

Employees may request time off for religious observances. This time off may be unpaid or the employee may use a day of accrued vacation or compensatory time. Requests must be submitted in writing to the appropriate Director or Division Manager, and then forwarded with a recommendation to the Human Resources Manager. The employee will then be notified if the request is approved.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 111
POLICY NAME: **PAID TIME OFF**
EFFECTIVE DATE: FEBRUARY 1, 1985
REVISED: APRIL 8, 1987, FEBRUARY 12, 1997, SEPTEMBER 1, 2007

POLICY STATEMENT: Paid Time Off (PTO) will replace all Vacation, Sick, Bonus/Personal day, and Perfect Attendance plans, awards and incentives. PTO will be the only paid time off program with the exception of the District's self funded Salary Continuation (Short Term Disability) Plan and the insured Long Term Disability Plan.

Paid Time Off (PTO) is provided for all regular non-probationary employees of the District. PTO will be accrued based on an annual total, and allocated on a payroll-to-payroll basis as outlined in the accrual schedule below. Employees may use accrued Paid Time Off after 3 months of employment on a limited basis for documented personal or family illness. Full use of PTO benefits is available only after successful completion of the probationary period. Except as previously stated employees with less than six months of service will not be eligible to use, or if terminated, be paid for any PTO that has been accrued. After six months of service, any regular, full time employee that has been removed from probationary status will be eligible to take PTO as allowed in this policy and accompanying procedures. Regular part time employees will be eligible to take PTO after one year of continuous employment. Terminating non-probationary employees will be paid for PTO up to the maximum hours shown in the accrual schedule below. At fiscal year-end no employee may carryover a balance in excess of 720 hours of PTO.

Accrual Schedule and Maximum Payment Amounts

Less than five years of service- One Hundred Forty-Four hours per year, or approximately 6.00 hours per semi-monthly payroll. Maximum paid balance of 432 hours at termination.

Five, but less than ten years of service- One Hundred Sixty-Eight hours per year, or approximately 7.00 hours per semi-monthly payroll. Maximum paid balance of 504 hours at termination.

Ten, but less than fifteen years of service- One Hundred Ninety-Two hours per year, or approximately 8.00 hours per semi-monthly payroll. Maximum paid balance of 576 hours at termination.

Fifteen, but less than twenty years of service – Two Hundred Sixteen hours per year, or approximately 9.00 hours per semi-monthly payroll. Maximum paid balance of 648 hours at termination.

Twenty or more years of service – Two Hundred Forty hours per year, or approximately 10.00 hours per semi-monthly payroll. Maximum paid balance of 720 hours at termination.

Administration

Terminating employees with at least six months service will be paid for all accrued and unused PTO earned (not to exceed the limits stated above) as of the end of the last complete payroll prior to termination.

Temporary employees do not accrue PTO. Employees on a leave-of-absence will not accrue PTO after 30 consecutive days of absence. Regular part-time employees will accrue PTO at the rate of 3.85% of all hours actually worked, and will be eligible for time accrued after completing one year of continuous employment. Regular part-time employees will not be paid for any PTO accrued upon termination if they have not worked at least one year without a break in service.

PTO will be approved and scheduled based on District and department work requirements. Procedures will be implemented regarding scheduling and use of PTO. Unscheduled/Unapproved use of PTO will count as an occurrence under the Districts Attendance Procedure.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 112

POLICY NAME: **EDUCATIONAL REQUIREMENTS/REIMBURSEMENT**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: The Property Tax Code of the State of Texas requires all persons engaged in the appraisal of property, both real and personal to be registered by the State Board of Tax Professional Examiners. Once registered, each person is required to achieve the designation of Registered Professional Appraiser within five years of initial registration.

To provide the mechanism for employees to receive this designation, the Management of the District will establish rules and regulations for both internal and external educational courses that will be made available to employees so they can meet the requirements imposed by the state. The District procedures will also outline actions to be taken if employees fail to meet the educational requirements set forth by the state.

In order to promote professionalism among the staff of the District, the Management of the District will implement procedures to encourage all eligible employees of the District to participate in outside educational programs, including classes, conferences, and related seminars. The District Management will outline which programs are applicable to different positions, and to what degree employees will be reimbursed for attendance and satisfactory completion of these programs. The guidelines regarding reimbursement of educational expenses will be in compliance with the budget of the District.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 112.1
PROCEDURE NAME: Educational Courses Mandated By the State For Appraisal Personnel
EFFECTIVE DATE: February 1, 1985
REVISED: April 16, 1988, July 1, 1993, April 1, 2004, January 1, 2006

PROCEDURE STATEMENT:

All educational courses required for obtaining the Registered Professional Appraiser (RPA) designation will be offered by the District. In special circumstances, and with advance approval by the Chief Appraiser an equivalent course taken outside the District will be considered for reimbursement.

- 1). ***Each appraiser is personally responsible*** for the timely compliance with the Board of Tax Professional Examiners' (BTPE) rules and regulations as they relate to educational requirements and deadlines for registration, classification levels, certification, and re-certification. Within 30 days of receipt of the annual Registrant Renewal Statement, the appraiser will update and forward the form to the Division Administrative Assistant to submit to the DCAD Human Resources Division so that an accurate copy can be sent to BTPE with the registration renewal payment.

DCAD employees registered with the Board of Tax Professional Examiners are required to pass the following courses, exams, and any future revisions/requirements released by the BTPE:

- a. BTPE Course 1 (Introduction to the Texas Property Tax System) and Course 30 (Ethics) must be completed within one year of the application date for registration with BTPE to advance from Class I to Class II.
- b. BTPE Courses 2 (Appraisal of Real Property), 3 (Income Approach to Value), and 4 (Business Personal Property Appraisal) plus the Level III Appraisal examination within three (3) years of the application date for registration with BTPE to advance to Class III.
- c. BTPE Courses 5 (Mass Appraisal Concepts), 7 (Property Tax Law), a Demonstration Appraisal or course 10 (Appraisal Analysis), and Course 32 (USPAP) plus the Level IV Appraisal (RPA) examination within five (5) years of the application date for registration with BTPE to advance to Class IV and to become certified as a Registered Professional Appraiser (RPA).

Listed above are the ***maximum times allowed*** to complete courses and exams. Courses and exams may be taken sooner than the deadlines stated here. The RPA certification is earned by 1) completing all BTPE courses (or receiving credit for the courses) and 2) achieving five years of experience in appraisal (this requirement may be amended by BTPE - as a base date adjustment - for experience and/or education).

- 2). ***The Education Coordinator will monitor the progress*** of all appraisers for the previously mentioned requirements and deadlines. Each summer, the Educational Coordinator will provide the managers with a list of all non-RPA certified appraisers' education status denoting the items and dates required in order for them to advance to their next class level, so that the managers can plan their next year's education schedule.

Within thirty days of the return to HR of the BTPE's annual Registrant Renewal Statements from the appraisers, the Educational Coordinator will update the HRIS BTPE training records so that the managers can access employee records of continuing education units (CEU's) to date and their re-certification deadlines.

Each manager will meet with each appraiser in their department/division and review the appraiser's plan to meet the requirements for the Board of Tax Professional Examiners (BTPE). If the appraiser is unable to meet the certification or re-certification requirement in a timely manner, the manager will report the problem to the

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

Director of Appraisal, who will consult with the Chief Appraiser and take appropriate action (which may include discipline) dependent upon the circumstances involved.

- 3). ***After completion of a DCAD sponsored course, the course examinations*** will be graded and each participant will be notified by letter of their pass/fail status. Those who pass will receive a certificate of course completion. The Educational Coordinator will forward a copy of the Course Completion Roster to BTPE. The Educational Coordinator will update the employee paper and electronic files and any other documentation that the BTPE may require.

Additionally, RPA's shall forward a completed CEU Request form along with a copy of the certificate of completion (if non-DCAD sponsored) to the Educational Coordinator for any courses taken to earn CEU's. The Educational Coordinator will then forward these to the BTPE in a timely manner.

- 4). ***Employees who fail to earn a passing grade*** on any of the BTPE required courses must make up the credits. Upon initially taking and failing a course, a one-time opportunity is given to retake and pass the course examination within thirty days. Arrangements to retake the test should be made through the Educational Coordinator with the approval of the Division Manager.

If the employee fails to earn a passing grade on the second attempt of passing the examination, they must retake and successfully pass the course on their own time and at their own expense before their state required class level advancement date.

If the course is not successfully passed on this second attempt, the employee will be placed on educational probation and will be considered to have violated this procedure resulting in a Verbal Corrective Notice in accordance with the disciplinary action policy under Personnel Procedure 119.1, group II- numbers 1, 4, and 13. *Should the employee subsequently fail to satisfactorily complete the course in an additional ninety-day period, a second violation will result in a Written Corrective Notice. An additional violation will occur for each subsequent thirty-day period until the course is mastered or until the employee is terminated.*

If the course credits are not made up by the deadline for their next class level date, the employee will be given a Written Corrective Notice. ***In the event that BTPE registration is canceled due to course failure or employee negligence, the employee will be subject to immediate termination of employment.***

- 5). ***Employees who fail to initially pass the Class III examination*** must retake the exam within ninety days. Should the employee fail to pass the examination on the second attempt, they will be "laid off" with severance benefits as allowed under Personnel Policy 117, unless the employee elects to pursue other employment as outlined in section 6 below.

Employees who fail to initially pass the Class IV examination must retake the exam within six months. Should the employee fail to pass the examination on the second attempt, they will be in violation of this policy resulting in a Written Corrective Notice. If the examination is failed on the third attempt, the employee will be "laid off" with severance benefits as allowed under Personnel Policy 117, unless the employee elects to pursue other employment as outlined in section 6 below.

- 6). ***Appraisal employees who have failed required examinations and are no longer certified*** by the state may elect to apply for any open position within the District for which they are qualified. If no positions are available for which the employee is qualified, they will be terminated as outlined in section 5 above. If a qualifying position is available the employee must complete an internal application and the employee must meet all position requirements, including but not limited to typing or data entry skills/speed as well as the successful completion of any required testing. If the employee meets the qualifications for the position, they will be placed in the position (in a probationary status for six months) and will be required to meet all

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

applicable performance standards for that position. The employee's rate of pay will be adjusted to a level commensurate with the position as recommended by the Human Resources Division, and approved by the Department Director.

Requirement for Re-certification

New RPA's and those who are due to recertify as RPA's after January 1, 2006 must be awarded at least seventy-five (75) continuing education units (CEU's) in order to be re-certified on a date five years from first being certified as an RPA or their last re-certification.

The employee is responsible for making application for CEU credit, providing supporting evidence when required, keeping a personal record of CEU's earned, and providing a copy of all correspondence to or from the BTPE to the Education Coordinator.

WHEN THE BTPE SENDS WRITTEN COMMUNICATION TO THE REGISTRANT, ALL REGISTRANTS ARE RESPONSIBLE FOR PROVIDING THE EDUCATION COORDINATOR WITH A COPY OF ALL CORRESPONDENCE TO OR FROM THE BTPE.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 112.2

PROCEDURE NAME: **CONTINUING EDUCATION PROGRAM**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: NOVEMBER 1, 1988, SEPTEMBER 1, 1991, SEPTEMBER 1, 2000

In order to increase the competency and professionalism of all employees, the District will support outside educational programs. In order to qualify, a course must support a degree program (junior college, undergraduate, or graduate) directly related to the career path of the employee, or another career path that the employee could reasonably expect to pursue while employed at the District before any reimbursement is granted. This program will apply to all levels of District employees that are not on probation. To be considered as a qualified course for reimbursement the following procedures will be in effect:

1. All courses must have the approval of the appropriate Director (form PR028).
2. Proof of a passing grade (C or above) and payment must be presented to the Human Resources Division to receive reimbursement.
3. The maximum amount of reimbursement will be \$160 per employee per fiscal year.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 112.3

PROCEDURE NAME: **MANAGEMENT EDUCATION PROGRAM**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED:

The Human Resources Division will develop in-house and outside management training programs for different groups of management employees. When these programs are developed for a specific group of employees, attendance at these programs will be mandatory. Employees who fail to attend required courses, or who fail to properly master the material may be subject to disciplinary actions.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 112.4

PROCEDURE NAME: **REIMBURSEMENT FOR REQUIRED EDUCATIONAL COURSES AND CONFERENCE ATTENDANCE**

EFFECTIVE DATE: MARCH 1, 1985

DATE REVISED: JULY 1, 1993, MARCH 2, 1999

Employees may request that the District pay all reasonable expenses permitted under District Policy and Procedure for required education courses, other pre-approved education courses and seminars, or conference attendance. The amount of reimbursement of education and/or conference expenses should be in compliance with the departmental budget. The employee requesting a payment must do so in writing and submit invoices and expense reports indicating the amount payable. The Department Director must approve all requests on an individual basis.

Employees completing an educational course under this procedure must deliver to the Department Director and the Human Resources Office proof of completion of the course within five days of receipt of such notification.

In cases where the total cost of the conference or course exceeds \$500.00 employees who do not deliver the proof of completion as outlined above, fail to complete the course or attend the conference, or whose employment is terminated voluntarily while enrolled in the course will be responsible for reimbursing the District the full amount advanced. Exceptions beyond the control of the individual will be considered on an individual basis and may include severe personal or family illness, death in the immediate family, or other circumstances beyond the control of the individual.

Employees who receive payment under this procedure for an educational course or a conference that exceeds \$500.00 in total cost of attendance and whose employment is terminated voluntarily will reimburse the District the cost of their attendance including all tuition and registration fees, as well as all travel expenses including transportation, lodging, meals, and related expenses according to the schedule below:

Voluntary Termination occurs within...

less than three months of course/conference completion	100% of the cost of attendance
three but less than six months of course/conference completion	75% of the cost of attendance
six but less than nine months of course/conference completion	50% of the cost of attendance
nine but less than twelve months of course/conference completion	25% of the cost of attendance
one year or more from course/conference completion.	0% of the cost of attendance

Employees subject to the provisions listed above must consent in writing to these conditions, and to permit the District to deduct from any monies owed the employee at termination an amount equal to the funds owed the District. The employee must pay any additional funds owed the District within 90 days of the date of termination. The Department Director will be responsible for approving attendance under this policy and obtaining the course or conference attendance repayment agreement. Should an employee terminate employment under this procedure the Department Director will notify the Human Resources Office so that the appropriate deduction may be made. Individuals who retire will not be considered as a voluntary resignation under the provisions of this procedure.

The original reimbursement agreement will be forwarded to the employee's personnel file, and both the employee and the Department Director will retain a copy.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 112.5

PROCEDURE NAME: **TRAVEL TO ATTEND STATE REQUIRED EDUCATIONAL COURSES**

EFFECTIVE DATE: JULY 1, 1987

DATE REVISED: JULY 1, 1993

It will be the responsibility of the Division Manager to monitor the progress of their appraisal personnel in regards to certification and re-certification with the Board of Tax Professional Examiners. The District will not pay for or allow paid time off (other than vacation) to attend any program for certification or re-certification that is normally available locally.

Possible exceptions will be for managerial personnel, who due to requirements of their position are not available to attend a course locally, or a new employee with previous experience who, to meet state requirements, must take a course or examination not available locally within the time frames required. These and other exceptions must be approved by the Director/Chief Appraiser.

POLICY NUMBER: 113

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NAME: **DCAD OFFICE HOURS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: JANUARY 1, 1991

POLICY STATEMENT: The normal hours of operation of the Dallas Central Appraisal District shall be from 7:30 a.m.-5:30 p.m., Monday through Thursday, and 7:30 a.m. – 5:00 p.m. on Friday except as provided for recognized holidays and emergency closings. During these hours of operation, personnel will be available to the taxpayers at all offices operated by the District. Departments and functions not engaged in customer service and related activities may schedule different working hours at the discretion of the Chief Appraiser. All full-time employees of the District will be scheduled for forty hours of work per week.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 114

POLICY NAME: **MAINTENANCE OF PERSONNEL RECORDS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: All personnel records, including all payroll, promotion, disciplinary, transfer, benefit, and other related information will be maintained by the Human Resources Division. The District Management will establish what administrative information may be maintained outside of the Human Resources Division, and establish controls to monitor the maintenance of this information.

All employees shall have access to their individual personnel records. Permanent records will not be removed from the Human Resources Division, but an employee can receive a copy of their individual personnel records. Personnel records will not be released outside the chain of command of the employee, or to the general public, unless subpoenaed by a court of law.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 114.1
PROCEDURE NAME: **MAINTENANCE OF PERSONNEL RECORDS**
EFFECTIVE DATE: MARCH 1, 1985
DATE REVISED: JULY 1, 1987, AUGUST 12, 1992, MARCH 1, 2007

The permanent personnel file of all employees will be located in the Human Resources Division. Division Managers may keep a limited employee information folder containing the following data:

- * Copies of employee performance appraisals that have been submitted to the Human Resources.
- * Requests for time off.

No other data should be kept in this information file, including, but not limited to the following:

- * Payroll data such as salary and withholding information.
- * Requests for transfers, promotions, and applications for other positions
- * Any information pertaining to the age, race, sex, disability, religion, or national origin of an employee

When an employee terminates employment with the District, the employee information file will be destroyed . Employment (current and former) verifications will be conducted by the Human Resources Division staff only. Requests made to any District employee regarding a current or former employee's job performance, or the request of any other employment information will be referred to the Human Resources Division. Employees will not provide recommendations, references, or other indications of competence or performance of tax agencies, tax agents or prospective employees of tax agencies or agents to any person, company, or organization. Employees who willfully violate this directive will be subject to immediate disciplinary action.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 115

POLICY NAME: **SALARY CONTINUATION, PAID ABSENCES, LEAVES OF ABSENCE**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: JANUARY 1, 1990, AUGUST 12, 1992, JANUARY 1, 1994, DECEMBER 1, 1999
SEPTEMBER 1, 2007

POLICY STATEMENT: The DCAD will provide certain paid and unpaid benefits as outlined below.

Salary Continuation

The District will provide a Salary Continuation (Short-term Disability) Benefit, payable at the rate of 66% of the current employees base salary (57.20 hours per semi-monthly payroll), that will be effective after thirty consecutive days of disability. Employees may utilize any accrued paid time off during this thirty-day elimination period. The salary continuation benefit may continue until the 181st day of disability or until the end of the approved leave of absence, whichever occurs first, at which time the employee may apply for any available Long-Term Disability (LTD) benefits. Employees who qualify for salary continuation, and have unused Paid Time Off (PTO) remaining after the thirty day elimination period, will have that time automatically applied to the continuation amount up to a maximum of 100% of the employee's base salary. To be eligible for salary continuation an employee must work twenty of the last thirty days and be employed for three full calendar (first through the last day) months. To receive salary continuation, a medical statement must be submitted to the Human Resources Division certifying the employee's disability, and to return to work a medical release is required. If the employee is unable to return to work after thirty days of salary continuation, additional statements of continuing disability may be required. If salary continuation benefits are denied for any reason, the employee may avail himself or herself of the appeal procedure, Personnel Policy 119. Employees receiving an auto allowance will have that payment continue at a rate of 50% of the regular rate, not to exceed 180 days of consecutive disability. Employer paid medical, dental, life, and long-term disability programs will continue in force as allowed by contract during the approved period of salary continuation and may be extended to a maximum of one year from the original date of disability if an appropriate leave-of-absence is approved by the Chief Appraiser. Paid Time Off (PTO) will not accrue during salary continuation or during a period an employee would be eligible to apply for long-term disability benefits. Should the employee terminate (voluntarily or involuntarily), all benefits will be terminated, continued at the employee expense, or converted to an individual policy depending on requirements of the applicable law, contract, or policy. During any period of salary continuation the amount of the salary continuation payment will be reduced by any amount received as a result of workers compensation coverage or social security paid as a result of the same disabling incident covered under salary continuation. In all cases of salary continuation, payment will be made only to employees on an approved leave-of-absence and will cease upon the termination (voluntary or involuntary) of the employee.

Paid Absences

Employees of the District will receive their normal rate of pay including automobile allowance for the following authorized absences, not to be charged against the employee's Paid Time Off balance.

Jury Duty

To be paid at the employee's regular rate of pay. The employee must provide proper documentation to the Human Resources Division after completion of the required service.

Compassionate Leave

Death in the immediate family (spouse, child, parents, fathers and mothers-in law, siblings, grandparents, great grandparents, grandchild, brother and sister-in-law), for up to three (3) days at the regular rate of pay.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

Leaves of Absence

Leaves-of-absence should be implemented when employees must be away from work for forty or more consecutive hours (excluding non medical use of Paid Time Off) or for lesser periods of time or on an intermittent basis as required under the Family Medical Leave Act. (FMLA).

The District will allow a leave with pay for any employee required to attend annual training in a National Guard or Reserve unit for up to three weeks. The employee will be required to present a copy of the orders requiring the training to the Human Resources Division prior to having the leave approved.

The District will prepare procedures covering other types of leave-of absence including the implementation of the requirements of the Family Medical Leave Act (FLMA). These leaves will be unpaid except for time accrued under this policy, including salary continuation, or the Paid Time Off Policy (#111). Employees will be responsible for payment to maintain any optional insurance or benefit coverage in effect during any leave-of-absence.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 115.1

PROCEDURE NAME: **USE OF ACCUMULATED SICK-TIME**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: JULY 1, 1993, SEPTEMBER 1, 2007

This procedure is eliminated as of the revision date.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 115.2

PROCEDURE NAME: **LEAVE-OF-ABSENCE**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: MAY 29, 1990, JANUARY 28, 1992, JULY 1, 1993, AUGUST 18, 1997,
FEBRUARY 1, 2008

A. LEAVE-OF-ABSENCE REQUESTS

Any employee that will miss forty or more consecutive hours of work (excluding scheduled vacations and holidays), should complete and submit a request form for a leave-of-absence. If the employee is unable to complete the request due to illness, injury etc., a phone request will be accepted and the employee's Supervisor can initiate the leave request. In this instance, the signature line should contain the words "phone request" including the supervisor's initials. When a leave-of-absence request is for personal illness or for a work-related injury a doctor's disability statement including patient diagnosis is required. In all cases it is the employee's responsibility to initiate a request. Failure to do so can result in disciplinary action.

B. TYPES OF LEAVES-OF-ABSENCE

I. Personal Illness- Includes any non-work related illness, injury, or other medical or nervous condition affecting the employee, including serious health conditions qualifying under the Family and Medical Leave Act. When returning to work the employee must provide a doctor's statement confirming the employee's inability to work for the days off that were approved on the leave request. A medical release to return to work from the doctor must also be provided. Leave taken under this category applies to the annual maximum leave allowed under the Family and Medical Leave Act. This type of leave of absence is unpaid except for the use of any qualifying sick pay, vacation pay, or salary continuation benefit for which the employee may qualify. Employees who fail to return to work after any period of unpaid family leave will be required to reimburse the District for any insurance premiums paid during this period.

II. Family Medical Leave Act (FMLA) Provisions

Standard Leaves of Absence

Available to employees qualifying under the Family and Medical Leave Act to care for a newborn, adopted child, or to care for an ill family member. Employee must be employed at least one year and have worked 1,250 hours or more in the year prior to the leave request to be eligible. In the event of a newborn or adoption the leave must be taken within one year of the event and must be for a continuous period of time, including any period of medical disability by the parent due to the birth of a child. The maximum amount of leave available is twelve weeks (480 hours) within any one year period, and in the case of a newborn will include any period of time the employee was medically disabled prior to the birth of the child. During the leave, all paid vacation and bonus time must be taken, and any remaining time in the leave will be unpaid. The only exception would be any period of the leave request for which the employee is medically disabled, then the employee would be eligible for sick pay and salary continuation for the period of medical disability. In the event of an adoption or birth where both parents are employees of DCAD, the maximum leave limit will apply to the combined period of absence for both employees.

Family leave to care for a relative is restricted to medically required care of a spouse, child, or parent of the employee only. Documentation from the physician treating the family member as to the medical necessity of the employee's assistance is required. If properly documented, leave may be intermittent as long as the maximum allowed annual limit is not exceeded.

Employees who fail to return to work after any period of unpaid family leave will be required to reimburse the District for any insurance premiums paid during this period. Leave taken under this category applies to the annual maximum leave allowed under the Family Medical Leave Act. This type of leave of absence is unpaid except for the use of any qualifying sick pay, vacation pay, or salary continuation benefit for which the employee may qualify.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

Leaves of Absence for Family Members of Individuals in the Armed Forces called to Active Duty

An employee is eligible to take FMLA leave for “any qualifying exigency (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.” [Employees should contact the Human Resources Manager regarding this type of leave as the regulations pertaining to this particular type of leave are currently being developed by the Federal Government.](#)

Leaves of Absence for Family Members of Injured or Disabled members of the Armed Forces

As permitted under the 2008 National Defense Authorization Act (NDAA) amendments to the Family and Medical Leave Act, the Spouse, Son, Daughter, Parent, or Next of Kin of a member of the Armed Forces including members of the National Guard or Reserves, may receive up to 26 weeks of leave to care for a qualifying individual who is undergoing medical treatment, recuperation, or therapy, or is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This type of leave is unpaid except for any qualifying Paid Time Off the employee may have.

III. Death in the immediate family- May be approved up to five working days in addition to paid compassionate time at the discretion of the Division Manager. The Chief Appraiser must approve additional time. This type of leave of absence is unpaid except for the use of any vacation pay for which the employee may qualify.

IV. Work related injury- Includes any on-the-job injury reported through the Human Resources Division. Requires a doctor's statement of disability for time missed and a release from the attending physician to return to work. The Human Resources Division must approve light duty releases in advance. The Chief Appraiser must approve all leaves of this type. Leave taken under this category applies to the annual maximum leave allowed under the Family Medical Leave Act. This type of leave of absence is unpaid except for the use of any qualifying sick pay, vacation pay, or salary continuation benefit for which the employee may qualify. Employees who fail to return to work after any period of unpaid family leave will be required to reimburse the District for any insurance premiums paid during this period.

V. Personal Business- Considered on an individual basis for up to ten working days. Must be approved by the Chief Appraiser. This type of leave of absence is unpaid except for the use of any vacation pay for which the employee may qualify

VI. Jury Duty- Should jury duty require a leave-of-absence, it will be approved for the full time required. This will be a paid leave and will require proof of service when the employee returns to work.

VII. Military Leave- Annual training for all Reservists and National Guard members as required by law. Requires a copy of the orders prior to approval of the leave. The employee will be paid in full for a maximum of three weeks (120 hours) per calendar year, additional leave time will be unpaid except for the use of any vacation pay for which the employee may qualify.

VIII. Other Reason- Any special circumstance not covered in the above items must be approved on an individual basis by the Chief Appraiser. This type of leave of absence is unpaid except for the use of any vacation pay for which the employee may qualify.

C. EMPLOYEE AND EMPLOYER OBLIGATIONS

I. Employees are responsible for payment of all optional insurance coverage while on a leave-of-absence. The Human Resources Division will bill employees at the end of the month with payment due by the tenth of the following month. If payment is not received by the tenth of the month, the coverage will be canceled. Responsibility for payment rests with the employee. If in error, a bill is not sent by the Human Resources Division, or received by the employee, the obligation for payment still exists.

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II. The District will continue to pay for all employer paid medical, dental, life and long-term disability programs (as permitted by contract) during the period covered by an approved leave-of absence, up to a maximum of one year from the original date of disability. Should an employee not return to work at the completion of a leave of absence, their employment and benefits shall be terminated and they will be given notice pursuant to COBRA or through an individual conversion plan to allow them to continue benefits as permitted under law and/or contract.

III. An employee's position and grade will be held for up to ninety days from the original date of disability. After ninety days from the original date of disability an employee's position may be filled, and the employee will be placed in the "best" available position upon their return to work. This provision will in no way prohibit the District from re-assigning an employee to a new position or grade upon their return to work after leaves of less than ninety days if such an action is due to work performance of the employee prior to the leave-of-absence or is a result of business necessity.

IV. The rate of Salary Continuation payments will be based upon the employee's rate of pay on the first day of disability and will not be adjusted downward should the employee's position change while on leave-of-absence. If an employee receives a payroll increase while on a leave-of-absence the increase will be effective on the regular effective date.

V. The employee on a leave of absence is obligated to provide to the District periodic updates concerning their condition and expected date to return to work. The Human Resources Division will determine the frequency of these updates. Employees must also keep the District informed of any change in address or phone number. The District reserves the right to periodically audit leaves of absence; this audit may include, but is not limited to the verification of doctor's statements, the use of a second medical opinion, and a review of the employee's ability to work.

D. RETURN TO WORK

Upon the return to work the employee must present any documentation required by the leave-of-absence to the supervisor. The supervisor will review the documentation for completeness and attach it to a return-to-work authorization form and forward it for approval. Employees not submitting the proper documentation will not be permitted to return to work, except on a provisional basis if approved by the Division Manager and Human Resources.

E. LENGTH OF APPROVED LEAVES

Important Note: The maximum amount of time permitted for leave of absence *shall be cumulative of all leaves taken within two years from the date of the most recent request* except leave requests which exceed this requirement yet qualify under the Family and Medical Leave Act will be permitted for the period of time as required by statute. In addition, *under no circumstances will any employee be granted more than four separate leaves of absence within a two year period of time* unless such leaves qualify under the Family and Medical Leave Act; in such instances the maximum leave to be granted in excess of this requirement will be that required by statute. Exceptions will be considered on an individual basis only and must be approved by the Director/Chief Appraiser.

I. Employees with less than six months service- Requests will be considered on an individual basis and not exceed one month. Approval of the Director/Chief Appraiser is required. p1

II. Employees with at least six months but less than five years service- Request will be considered for to a maximum of three months. p

III. Employees with at least five years but less than ten years service - Request will be considered for up to a maximum of six months. Approval from the Director/Chief Appraiser must be obtained at three months in order to continue the leave in effect.

IV. Employees with at least ten years of service- Request will be considered for up to a maximum of one year. Approval from the Director/Chief Appraiser must be obtained at three-month intervals in order to continue the leave in effect.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

The purpose of a leave of absence is to continue an employee's employment status with the expectation that the employee can return to his/her regular position and responsibilities. If an employee on a leave of absence does not return to work at the completion of an approved leave then the employee's employment status will be cleared and a Termination Report will be given.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 116
POLICY NAME: **ATTENDANCE/TARDINESS**
EFFECTIVE DATE: FEBRUARY 1, 1985
REVISED: APRIL 8, 1987, SEPTEMBER 1, 2007

POLICY STATEMENT: The District management will establish rules and regulations to monitor the attendance and punctuality of employees of the District. This policy will establish the groups of employees to be covered by the policy, the disciplinary actions for violations, and the monitoring procedures to be implemented.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 116.1

PROCEDURE NAME: **TARDINESS**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: JANUARY 1, 1986, JULY 1, 1993, JULY 2, 2008

A. **APPLICABILITY**

All non-exempt employees

B. **STANDARDS AND DISCIPLINARY ACTION- TARDINESS**

Each violation of the standards set below will result in a disciplinary action. Each disciplinary action will follow the sequence listed below. The Department Director will establish the official starting time.

Disciplinary Action Sequence

1st Violation	Verbal Corrective Notice
2nd Violation	Written Corrective Notice
3rd Violation	Decision Making Suspension Without Pay for 3 Days
4th Violation	Termination of Employment

Policy Standards:

- Late to work 3 times in a calendar month
- Late to work 4 times in a calendar month
- Late to work 5 times in a calendar month
- Late to work 6 times in a calendar month
- Late to work 9 times in a year (5 times during probation)
- Late to work 12 times in a year (6 times during probation)
- Late to work 15 times in a year (8 times during probation)
- Late to work 18 times in a year (9 times during probation)

Late to work is defined as any time of less than one hour past the start time designated by the Director. A clock will be located at the sign-in point, and this clock will be the official clock by which tardiness will be determined. Falsification of sign-in time is a violation of Policy 119.1, Group 3 (#3), and is grounds for termination.

Employees who call in to work prior to their scheduled start time, who request emergency PTO and have that time approved, will not be charged as being late to work provided at least one hours of time is requested, approved, and taken.

Employees who call in to work after their scheduled start time, or fail to call in, and are late less than one hour will be marked late to work, will not be eligible for PTO, and will be docked (to the nearest quarter hour) for time they are absent. Employees who are late to work more than one hour will be docked for all time missed to the nearest quarter hour but will not be counted as late to work. Personnel Procedure 116.2 will apply when unscheduled PTO or Unpaid time is used. As always, Managers and Supervisors may refuse to approve PTO under these circumstances if they do not believe the reason is sufficient, or if the employee has a history of excessive emergency PTO requests. Managers and Supervisors will ensure employees are notified of a phone line to use that has voice mail that may be used when calling in. Employees requesting emergency PTO must leave a call back number so their Manager or Supervisor can call them back.

Violations under the Disciplinary Action Sequence of this procedure will be determined within one year of the most recent violation, not necessarily on a calendar year basis. The violation date will be the date on which the tardiness causing the violation occurred. For example, a Verbal Corrective Notice received on April 20 would cause a Written Corrective Notice to be issued for the next violation received through April 19 of the following year. Enforcement of this continuous year provision will begin January 1, 1994 and will count violations occurring on or after July 1, 1993.

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DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 116.2

PROCEDURE NAME: **ATTENDANCE**

EFFECTIVE DATE: JULY 1, 1987

DATE REVISED: JULY 1, 1993, JUNE 8, 1998, SEPTEMBER 1, 2007 , JULY 2, 2008

In order to fairly identify excessive absences, the following standards will be applied to all employees of the Dallas Central Appraisal District. Violation of a standard will require a disciplinary action from the sequence listed in this procedure.

STANDARDS:

At the end of each quarter (March 31, June 30, September 30, December 31), an analysis of absences will be completed in each division. The total number of unscheduled/unapproved use of PTO and/or Unpaid Time will be recorded. The following will not be counted as unscheduled/unapproved absences for the purpose of the procedure.

- * Jury Duty
- * Approved PTO or Holidays
- * Time off due to job related injury.
- * Compassionate leave (three day maximum)
- * Any leave-of-absence authorized under Personnel Policy 115
- * Any continuing medical treatment while under the care of a licensed physician.

Written documentation of the dates and times of such treatments, as well as a statement of the need for continuing the treatment must be provided. The total number of hours to be allowed for any continuing medical treatment within a one-year period shall not exceed 40 hours. Absences in excess of this maximum shall be counted under the absence procedure.

The following will be counted as unscheduled/unapproved absences under this procedure unless exempted above:

- * Any full day unscheduled/unapproved use of PTO, or a partial day absence of one hour or more that was not approved prior to the time being taken off, or was requested after 6:00 p.m. for the start of the following work day.
- * Any other unpaid absence of one hour or more.

PROBATIONARY EMPLOYEES:

During the period of probation (including any extension) the following will be in effect:

1. Any employee who is absent for three or more unscheduled/unapproved absences will receive a written reprimand.
2. Any employee who is absent five or more unscheduled/unapproved absences will be subject to immediate termination.

An unscheduled/unapproved absence is defined as any absence not exempted in the "Standards" section of this procedure that is one full day or longer in duration. A single unscheduled/unapproved absence may have multiple absence dates providing appropriate documentation regarding diagnosis and treatments are provided.

DISCIPLINARY ACTION SEQUENCE FOR PROBATIONARY EMPLOYEES:

1st Violation	Written Corrective Report
2nd Violation	Termination of Employment

Disciplinary actions should be prepared at the time the absence causing the violation is recorded.

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NON-PROBATIONARY EMPLOYEES:

Any employee who experiences six or more separate incidents of unscheduled/unapproved absence in any quarter, and/or more than 12 unscheduled/unapproved absences in a year will receive a disciplinary action. Violations based on total annual unscheduled/unapproved absences will be issued at 13, 16, and 19 unscheduled/unapproved absences. An unscheduled/unapproved absence is defined as any absence not exempted in the "Standards" section of this procedure that lasts for the full scheduled workday. A single occurrence may have multiple absence dates providing appropriate documentation regarding diagnosis and treatment is provided.

An employee must be employed on the first possible working day of a quarter to be covered under this procedure. The term "year-to-date" refers to a year's period of time.

DISCIPLINARY ACTION SEQUENCE FOR NON-PROBATIONARY EMPLOYEES:

When using disciplinary actions under this procedure, the event(s) must occur within a period of one-year (not necessarily a calendar year).

1st Violation	Verbal Corrective Notice
2nd Violation	Written Corrective Report
3rd Violation	Decision Making Suspension Without Pay for three days
4th Violation	Termination of Employment

Disciplinary actions for unscheduled/unapproved absences may be prepared when the absence causing the violation is recorded. To be timely, all disciplinary actions must be prepared within fifteen days of the end of the quarter. ***Disciplinary actions for quarterly violations as well as YTD violations may be prepared in the same quarter, with a maximum of no more than two violations per quarter.***

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 117

POLICY NAME: **LAYOFFS/PROMOTIONS/TRANSFERS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: If a work-force reduction should become necessary, employees will be laid off from each position based on demonstrated job performance. All affected employees will be evaluated at the time of the reduction using the current performance evaluation form of the District. Employees will be laid off based on the overall score of this evaluation. Only in cases when demonstrated job performance is equal, shall seniority be considered as a factor. Employees being laid off will receive one week's pay for each year of service, with at least two weeks pay going to all employees.

The management of the District will implement a system of job posting for positions below the executive level (grade 27-98) that will encourage employees to apply for and be considered for promotional opportunities for which they are qualified. The objective of the District will be to employ or promote the best-qualified candidate for each position, whether it is an internal or external applicant.

Employees may request a transfer from one division to another. The request must be in writing and must first be submitted to the employee's division manager, then forwarded with a recommendation to the department director who will be responsible for approving or disapproving the request and forwarding it to Human Resources. The employee will be notified as to the result of the request. Requests will be considered based on available openings, the employee's level of job performance, and the reason for the request.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 117.1

PROCEDURE NAME: **JOB POSTING AND APPLICATION PROCEDURES**

EFFECTIVE DATE: MARCH 1, 1985

DATE REVISED: JULY 1, 1993, JUNE 26, 1997, JULY 31, 1997

The District will post job vacancies on a regular basis. All positions should be posted if they are in grade 24 or below and the position is vacant. Positions that report directly to the Chief Appraiser do not need to be posted. If a position is posted, but not filled, it does not have to be posted again unless the position is open longer than six months. Positions in which an opening re-occurs do not need to be posted provided the original posting was open within the last thirty days. Job postings will be placed in the Human Resources Division, elevator cases, and the District lunch/break room. The posting will include the job title, grade, minimum salary, location, and closing date. The closing date for applications will be at least seven days from the date the notice is dated. Applications received in the Human Resources Division after the closing date will not be considered. Positions with an indefinite closing date may be closed without notice at any time after the position has been posted seven days.

Employees who wish to apply for a position must complete an internal application form, and forward it to Human Resources. Phone applications will not be considered. Applications can be obtained from the Human Resources Division. Employees who have more than one Group I disciplinary action or any Group II disciplinary action documented to their personnel file within a one year period of time from the date a position was posted or announced may not apply for or be considered for that promotional position and/or transfer to another department. This provision shall also be effective for any promotional advance that does not require an application such as Appraiser I to Appraiser II, or Appraiser II to Appraiser III.

All internal applicants for positions posted, will be interviewed by the Human Resources Division provided:

1. The employee has been with the District a minimum of six months and received a performance review of at least 100.
2. The employee is in line for the available position, i.e., a Staff Appraiser would be interviewed for Senior Appraiser position, but may not be considered for a Supervisor position.
3. The employee has not been interviewed for a similar position within the last six months. In this case, the results of the previous interview will be used.
4. The application from the employee was received in the Human Resources Division by the closing date specified on the posting.

Exceptions: Individuals who fall outside the parameters listed above may be interviewed at the discretion of the Human Resources Division or the hiring manager if factors on the individual application warrant it.

The Human Resources Division will forward its recommendation to the hiring manager. The hiring manager will interview all applicants recommended by the Human Resources Division, as well as any other applicants the hiring manager may feel are qualified. The hiring manager will make the decision and notify all applicants (including those not interviewed) of his/her decision after approval has been obtained. This procedure is to be in effect for promotional opportunities only, and does not affect transfers or lateral moves. If, for some reason, (clerical error or otherwise) an applicant for a promotional position is not interviewed, and a final decision has been announced, the applicant should notify the Human Resources Division so a determination of the cause can be made. The applicant may then apply for the next available position.

Questions regarding this procedure should be directed to the Human Resources Manager.

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PROCEDURE NUMBER: 117.2

PROCEDURE NAME: **POSITION DEMOTIONS**

EFFECTIVE DATE: JUNE 1, 1995

DATE REVISED:

There are certain circumstances in which the demotion of an employee may be required, or may be preferable to another type of personnel action. The following guidelines address the procedures to be used when considering an employee demotion. In the event of special circumstances, consult with the Manager of Human Resources to determine the appropriate use or implementation of a demotion.

- a. **Organizational Demotion-** When a department, division, or work procedure is re-organized it may, in its new form, call for the elimination of certain positions. In these situations, the Department Director, with the approval of the Director/Chief Appraiser, may consider re-assigning an individual to a lower graded position in lieu of a lay-off. In order to effect this demotion the individual being demoted must currently have the skills, education, and/or training to qualify them for the position. If multiple candidates are available for the position (if, for example, the other position is to be posted as open to internal and/or external applicants) the individual being demoted must demonstrate they are the best-qualified available applicant for the position. The decision to demote an individual whose position has been eliminated through reorganization is not automatic, and is heavily dependent upon the previous performance of the individual involved, the employee's qualifications, their commitment and desire for the reassignment, as well as the organizational needs of the District. Individuals who only minimally meet the new position qualifications, require additional training, or are not clearly the best available candidate for the position should not be considered for an organizational demotion. If the transfer to a lower graded position would cause a substantial reduction in salary, it is generally advisable to lay-off even a highly qualified employee for reasons of employee morale.
- b. **Performance Demotion-** When an individual is not properly performing the responsibilities of their position demotion should be considered only if the following criteria have been met:
 - i. The causes of the poor performance of the individual can be linked to deficiencies in specific skill sets that are not present in the new job to which the individual is to be assigned.
 - ii. There is sufficient reason to believe that the individual will be successful in their new assignment.
 - iii. Failure to move the individual out of their position will most likely result in eventual termination **6** employment for performance reasons.
 - iv. If there is a change of management, the new management is fully apprised of the performance history and abilities of the individual involved.
 - v. The Human Resources Manager, the Department Director(s), and Director/Chief Appraiser approve the action.
- c. In all demotions, the pay of the individual will be adjusted so that it does not exceed the maximum of the new grade to which the employee is assigned. In the case of an organizational demotion, the Director/Chief Appraiser may approve an extension of the individual's regular pay, allowances, and benefits for up to three months after the date of the demotion. In the case of a performance demotion, all changes in pay, allowances, and benefits will be effective at the time of the demotion.
- d. Exceptions and special circumstances will be brought to the attention of the Human Resources Manager who will submit their recommendation to the appropriate Director and the Director/Chief Appraiser for consideration.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 118

POLICY NAME: **CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT &
USE OF DISTRICT EQUIPMENT OR FACILITIES**

EFFECTIVE DATE: FEBRUARY 11, 1985

REVISED: JULY 6, 1988, MAY 1, 1996

POLICY STATEMENT: District employees will not engage in activities that could pose a conflict of interest or result in the appearance of a conflict. Because of the responsibilities inherent in professional appraisal practices, all employees must observe the highest standards of professional ethics. Appraisers and others must perform ethically and competently in accordance with professional standards as required by the state, if applicable, and/or any other recognized certification or professional association(s) of which they are a member. Assignments must be performed with impartiality, objectivity, and independence and without accommodation of personal interest.

Employees will not allow any taxpayer to gain an advantage because of their personal, family, or business relationship with that taxpayer. Specifically, no employee of the District will represent the interests of any taxpayer before another appraiser, a hearing panel, or any other individual or entity that has decision making authority regarding the appraised value of property within DCAD jurisdictional limits. Furthermore no employee shall attend any hearing, either formal or informal, without first notifying the Department Director of his or her intentions and receiving the Director's approval. Any such attendance must be made on approved leave time, the employee must be clearly identified to the DCAD representative or ARB panel as an employee of the District, and the employee will not provide any assistance to the taxpayer during the hearing. Violation will subject the employee to disciplinary action up to termination, dependent upon the severity of the violation.

In order to prevent other conflicts any employee who anticipates any type of outside employment or business activity should submit a request in writing to their Department Director. This request will outline the anticipated employment obligations, or in the case of a business enterprise, the type of business, the intended markets, the product or services, and examples of the marketing materials to be used. The employee will be considered to be in the business if contributions of material value (including the employee's expertise) are considered by the Department Director to be a significant factor in the operation of the business. The use of "dummy corporation", the conducting business through relatives, or other methods of circumventing the intent of this policy will be considered a willful violation of this policy and subject them employee to immediate termination. All requests will be responded to in writing. Within thirty days of the adoption of this policy all employees of the District engaged in outside employment or business activities will submit in writing to their Department Director a description of such activities. If the employee is found to be in conflict they will have ninety days from the date of the Department Director's decision to terminate such activity or resign from the District.

Employees who violate this policy and whose activities are found not to be in conflict will receive a disciplinary action under Personnel Procedure 119.1, Group 2, progressive discipline. Employees who violate this policy and whose activities are found to be in conflict will be subject to immediate termination of employment.

Employees who use District assets, including but not limited to facilities, computers, software, copying equipment, word processing equipment, lists or directories of agents or taxpayers not obtained through the Texas Open Records Act, for the purpose of producing, enhancing, marketing, or otherwise promoting or manufacturing a product or service for personal gain, will be subject to immediate termination.

Employees of the District are prohibited from performing any type of fee appraisal work at any location in or out of Dallas County. Fee appraisals include any type of appraisal work for which the individual receives anything of value including but not limited to cash, material goods, discounts, products, or services. Completing unauthorized fee appraisals will subject the employee to immediate termination.

A copy of all documents required under this policy will be forwarded to the Human Resources Manager who will maintain a file of correspondence and requests generated under this policy. Employees who wish to appeal the decision

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

of the Division Director may utilize the complaint/appeal procedure outlined in policy 119. The Division Director involved in the decision will not participate in the appeal panel.

In cases where an employee reports directly to the Director/Chief Appraiser (including Department Directors), the request will be submitted to the Director of Administration. The Director of Administration will submit any required requests under this policy to the Director of Appraisal.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 118.1

PROCEDURE NAME: **EMPLOYEE RESIGNATION PROCEDURES**

EFFECTIVE DATE: DECEMBER 1, 1991

DATE REVISED:

Employees are encouraged to submit two weeks notice prior to resigning to accept other employment. Employees who submit less than the requested notice may not be considered for rehire unless exceptional circumstances warrant consideration.

Employees who resign to accept employment with firms whose business may create a conflict of interest with the District may be paid in lieu of notice upon approval of the Department Director. The Department Director may, at their discretion, pay other employees in lieu of notice if in their opinion the interests of the District are best served by such a decision. Payment in lieu of accepting notice will not reflect adversely on the employee's employment record. In no case will payment be made exceeding two weeks pay. If notice is given by the employee exceeding two weeks, the District will be obligated only to compensate up to two weeks pay in accepting the notice.

Managers may refuse to grant vacation or bonus time during the two-week notice period and may cancel any previously approved time off. Employees will continue to be subject to all rules and regulations of regular employment during the notice period.

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PROCEDURE NUMBER: 118.2

PROCEDURE NAME: **PROFESSIONAL CONDUCT**

EFFECTIVE DATE: DECEMBER 1, 1991

DATE REVISED: OCTOBER 9, 1996, NOVEMBER 25, 1996

Professional Relationships with Tax Representatives

Employees of the DCAD are required to adhere to the provisions of the Property Tax Code in all issues and specifically Section 22.27 as it concerns confidential information. In addition to the provisions of Section 22.27, no employee of the DCAD may engage in a discussion nor share information about a property owner or his agent with another agent, unless the person with whom the conversation is being conducted is the authorized agent on file.

While an expectation of privacy and/or privilege does not exist in communication between a Tax Representative and an employee of DCAD, it will be considered by the District to be a violation of professional ethics to disclose the content of those conversations (as specified in the foregoing paragraph) to other Tax Representatives or taxpayers. If there is a question regarding the release of any information the situation should be referred to the appropriate Division Manager for a determination.

Conflict of Interest with Tax Representatives

Employees will not allow any tax representative to gain an advantage because of their personal, family, or business relationship with any DCAD Employee. Specifically, no employee of the District will be involved in any manner with an account that is represented by the employee's relationship, including any account represented by the relationships firm. Accounts represented by a spouse, relationship or firm of/or employing a spouse or relationship of an employee of the DCAD, and being negotiated by that spouse, relationship or firm, must be referred to a Manager holding a position above the effected employee, said Manager having no conflict of interest in the matter involved, for final approval.

In addition, should a Tax Representative with a relationship meeting the criteria described above be in a position to supervise, manage, or otherwise control the actions of any other Tax Representative the affected DCAD employee will also be prohibited from any dealings or business transactions with any such supervised, managed, or controlled Tax Representative. Immediately upon learning of a conflict as described above, the DCAD employee will notify their Division Manager verbally and in writing of the potential conflict that exists as well as provide a detailed summary of the history of any action taken on any account(s) in question and the reason for the action taken. At that point the Tax Representative(s) in question will work only with the Assistant Manager, Manager or Department Director dependent upon the level of the association. Under no circumstances will the affected employee, or a subordinate of the affected employee perform any work on the account(s) in question, regardless of the significance of the work required. These guidelines will extend to all facets of property valuation and settlement including any appeals to the Appraisal Review Board.

Violations and Disciplinary Actions

Violations of this procedure will typically be treated under the progressive discipline policy under Personnel Procedure 119.1, Group II, #13. If, in the opinion of management a *willful violation* of this procedure has occurred the employee may be subject to a more sever disciplinary action, appropriate to the nature of the violation, up to and including termination of employment. In all cases appeal rights under policy 119 shall apply.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 118.3

PROCEDURE NAME: **COMPENSATION RECEIVED FOR OUTSIDE ACTIVITIES**

EFFECTIVE DATE: JANUARY 1, 2008

DATE REVISED:

Employees are often involved in outside professional activities that relate directly or indirectly to the mission and objectives of the Appraisal District. Such activities may include, but are not limited to, serving in leadership positions or serving on committees of professional associations, speaking at conferences or seminars, acting as an instructor, or other similar activities.

Upon approval of the Chief Appraiser an employee may involve themselves in such activities while receiving their normal compensation and benefits from the Appraisal District. Employees may accept reimbursement from sponsoring organizations for travel and related expenses, as well as honorarium such as speaker gifts or gift cards typically valued at \$100 or less.

Employees are prohibited from receiving compensation (except as mentioned in the preceding paragraph) for speaking, instructing, or any other activity while concurrently being compensated by DCAD. Employees may receive such compensation only when they have applied for and been granted either Paid Time Off, or and unpaid leave of absence for the event for which the employee is being compensated.

If the employee engages in speaking, instructing, or some other activity for compensation on a regular basis they must also comply with the outside employment provisions of the Conflict of Interest Policy, 118.

Violations of this procedure will be governed under Personnel Procedure 119.1, #13.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 119

POLICY NAME: **DISCIPLINE/APPEALS AND COMPLAINTS/REVIEW BOARD**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED: JUNE 7 1989

POLICY STATEMENT: The management of the District shall implement a policy of progressive discipline. This policy of discipline is to be administered in a fair and equal manner to all employees. Severe violations of policy may call for immediate termination of employment, and these violations will be clearly indicated in the appropriate procedures.

All employees will have the right to appeal any disciplinary action, up to and including termination. The employee should first attempt to resolve the situation with his/her immediate supervisor. Should this not prove satisfactory, the employee should arrange to discuss the situation with the appropriate Division Manager or Department Director. If this does not resolve the situation, the employee should file an appeal with the Personnel Review Board through the Human Resources Division. The appeal must be in writing and be filed within fourteen calendar days of the event. A hearing concerning the appeal will be conducted as soon as practicable. The employee will be given at least fourteen days notice of the hearing unless such notice is waived by the employee. The Chief Appraiser shall appoint two disinterested parties to serve on the Personnel Review Board with him. The Board members will be chosen from one of the director positions, but will not include the Director whose employee has filed the appeal or complaint. The Human Resources Manager shall be present to advise the Board of policy matters, but will not participate in any vote or determination made by the Board.

During a hearing conducted by the Personnel Review Board, the employee shall have the right to present witnesses and evidence in their behalf and to cross-examine witnesses presented on behalf of the District. The employee may be represented by legal counsel provided at least seven (7) days written notice is given to the District through the Human Resources Division. The District will provide legal counsel to the management representatives only in cases where the employee has elected legal representation.

In addition to the appeal of disciplinary actions, all employees will have the right to file a complaint (grievance) concerning any condition(s) of employment such as wages, hours of work, or conditions of work. The complaint must be in writing and specify the problem, dates and times of occurrence(s), any witnesses, the action that was or wasn't taken, the harm done, and the remedy requested.

The complaint should be delivered to the Personnel Review Board through the Human Resources Manager. The Board will meet and render a decision in writing to the employee within thirty days of receipt of the complaint.

All current and former employees of the District have the right to address the Board of Directors of the District during public meetings. The Chairman of the Board will allow such comments during the agenda item "Recognition of Visitors". The right to address the Board of Directors is not in itself a part of any District appeal procedure. Instead, it is a right of public expression to present a grievance to the Board of Directors concerning wages, benefits, hours of work, or any other condition affecting the individual's past or current employment with the District as permitted in Article 5154C, as amended, in Vernon's Annotated Statutes.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 119.1

PROCEDURE NAME: **DISCIPLINARY ACTIONS**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: JULY 1, 1993 SEPTEMBER 1, 2000

A. Types of Discipline

Group I Violation- Attendance and tardiness violations as outlined in Policy 116 and Procedure 116.1 and 116.2.

Group II Violation- Minor violations that will be enforced by a policy of progressive discipline.

Group III Violation- Major violations that have an adverse impact on the District and call for immediate termination.

B. Group II Violations include:

1. Incompetence, inefficiency, or negligence in the performance of the assigned duties of the employee.
2. Leaving work early without the permission of the supervisor.
3. Overstaying scheduled lunch or break periods.
4. Inattentiveness to duty.
5. Posting or removal of notices, signs, or writing in any form on any official District bulletin board without permission of the management.
6. Failure to correct inferior work.
7. Neglect or mishandling of the District's machines, equipment, and/or supplies.
8. Using obscene, abusive, or vulgar language and/or spreading malicious gossip and/or the spreading of rumors.
9. Threatening, intimidating, or coercing fellow employees on the company premises at any time for any purpose.
10. Failure to turn in required reports in a timely manner.
11. Impolite, abusive, or improper actions towards a taxpayer or fellow employee.
12. Violation of the District Dress Code as in Policy 122 and Procedure 122.1.
13. Violation of District policy and/or administrative procedures not classified as Group I, II, or III violations.
14. Unauthorized use of District telephone (such as placing long distance personal phone calls).
15. Unauthorized absence from work (partial day), such as taking time off for non-emergency personal business without prior approval.

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16. Failure to meet production or quality standards.

C. Disciplinary Action for Group II Violations

The following action will be taken for any Group II Violation:

- * First Offense- Verbal Corrective Action by the Supervisor, documented to the employee's personnel file.
- * Second Offense (within a one-year period)- A Written Corrective Report by the Supervisor. The employee is to meet with the Supervisor and Division Manager to outline corrective action.
- * Third Offense (within a one-year period)- A three-day Decision-Making Suspension Without Pay-employee is to meet with the Supervisor and Division Manager to outline corrective action.
- * Fourth Offense (within a one-year period)- Immediate termination of employment. The employee may utilize appeal procedures.

In the absence of the Division Manager, another manager or supervisor may administer the disciplinary action.

D. Group III Violations include:

1. Outright refusal in a willful manner to obey orders of supervisors and/or upper management pertaining to work. If you disagree with the instructions of any supervisor or management personnel, you are to follow the instructions, then you may file a complaint as outlined in policy 119.
2. Deliberate destruction or damage of District property, tools, equipment, and supplies, or the deliberate destruction of property of fellow employees.
3. Falsification of any work reports, or of any data requested by the District.
4. Falsification of the employment application or related data such as resumes, references, and transcripts.
5. Unauthorized use of District property or facilities.
6. Abuse of sick-time, such as falsely claiming illness or using sick-time for any unauthorized purpose (see Policy 115 and Procedure 115.1).
7. Falsely recording attendance or time worked information.
8. Theft of property from the District or from another person on District property, or withholding knowledge of such theft.
9. Reporting to work under the influence of alcohol or illegal drugs, or possession of any illegal drug within the premises of the District.
10. Falsely reporting a work-related injury.
11. Failure to return from a leave-of-absence by the approved date.
12. Fighting or Verbal Assaults on or off of company premises. Fighting or Verbal Assaults of any type on company premises, or by any employee while engaging in employment activities off of the DCAD premises will not be tolerated. Fighting and Verbal Assaults include such conduct as :
 - 1) any physical confrontation including pushing, hitting, striking, slapping, or making any similar type of physical contact or physical threat with another person, or
 - 2) any verbal threat or comment which could reasonably be construed as a threat of future physical

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violence (e.g., ...I'll beat your...), or an invitation to participate in a physical confrontation (e.g., ...well lets just step outside...)

13. Discrimination toward another employee for reasons of race, color, religion, creed, national origin, sex, age, or disability.
 14. Falsely claiming items for reimbursement by the District such as travel expenses.
 15. The receipt of gifts, rewards, or other forms of remuneration, in addition to regular compensation, from any outside source for the performance of the employee's regular duties and responsibilities when by its receipt the position of the District and/or the employee would tend to be compromised.
 16. Acceptance of bribes
 17. Failure to furnish proof of insurance for a motor vehicle after being notified by the Human Resources Division, as outlined in Policy 124.
 18. Engaging in fee appraisals as outlined in policy 118.
 19. Being convicted of a felony while in the employment of the District.
 20. Abandonment of Position- Failing to notify the District or failing to report to work on any scheduled work day.
 21. Any action which will bring discredit upon the District, such as, but not limited to crimes or conduct involving moral turpitude.
 22. Receipt of three or more suspensions from work without pay within a five-year period. Upon the receipt of the third suspension of any Group I, II, or III violation, the employee will be terminated. Appeal rights outlined in Policy 119 will apply. Employees having three or more suspensions as of the effective date of this procedure will be considered to have only the two most recent.
 23. Abandonment of position by leaving work early and failing to return to work during the employee's scheduled work day without the authorization of the employee's Department or Division Manager or Supervisor. Employees who leave during the work day and are unable to return to work for any reason (unless previously authorized to do so) must contact their immediate Manager or Supervisor as soon as possible. Failure to notify the employee's Supervisor or Manager prior to the end of the work day may be considered a violation of this provision if such an unauthorized absence equals or exceeds one half of the normally scheduled work hours for that day.
- E. Disciplinary Actions- Group III Violations
Violation of any Group III item will cause immediate termination of employment. The employee may avail themselves of the appeal procedures provided by policy.
- F. Administrative Leave

The Chief Appraiser may place any employee on paid or unpaid administrative leave until such time as any investigation, internal or external, is concluded. While an employee is on administrative leave they shall maintain all benefits in effect at the time they were placed on leave.

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PROCEDURE NUMBER: 119.2

PROCEDURE NAME: **SOLICITATION AND DISTRIBUTION OF LITERATURE**

EFFECTIVE DATE: MARCH 1, 1985

DATE REVISED:

In order to prevent disruptions and eliminate inconveniences to employees, the following rules apply to solicitation and the distribution of literature on District premises.

- * Persons who are not employed by the District may not solicit or distribute literature on the District premises for any reason at any time.
- * Employees may not engage in solicitation or in the distribution of any type of literature for any purpose during working hours.
- * Employees may be involved in either solicitation or distribution of literature during non-work hours (breaks or lunch) as long as such activities are confined to non-work areas and are conducted in a non-disruptive manner.

Violations of this procedure will be considered a Group II offense.

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 119.3

PROCEDURE NAME: **PERSONNEL REVIEW BOARD PROCEDURES**

EFFECTIVE DATE: MAY 1, 2006

DATE REVISED:

In order to provide employees with an opportunity to appeal disciplinary actions and address other complaints and grievances in a fair and expedient manner the following procedures will be in effect.

- 1) **Appeals concerning Verbal and Written Disciplinary Corrective Notices.** Appeals must be filed within fourteen days of the violation date as indicated in Personnel Policy 119. The Personnel Review Board will typically accept and review written appeals and evidence for consideration in lieu of receiving verbal presentations. In these cases the Board will issue a written determination to the parties involved in the hearing after consideration of the evidence received. The Board reserves the right to convene a formal hearing at their sole discretion. Appeals should be filed through the Human Resources Division.
- 2) **Appeals concerning Employee Disciplinary Suspensions and Terminations of Employment.** Appeals must be filed within fourteen days of the violation date as indicated in Personnel Policy 119. The Personnel Review Board will hold a formal hearing and accept written and verbal evidence. The Personnel Review Board will issue a written determination to the parties involved in the hearing after consideration of the evidence received. Appeals should be filed through the Human Resources Division.
- 3) **Appeals concerning Policy 120 and/or 121.** All hearings involving discrimination and/or sexual harassment will be held in a formal setting and the Personnel Review Board will accept written and verbal evidence. The Personnel Review Board will issue a written determination to the parties involved in the hearing after consideration of the evidence received. Appeals should be filed through the Human Resources Division.
- 4) **All other issues.** The Personnel Review Board will typically accept and review written complaints and grievances for consideration in lieu of receiving verbal presentations. In these cases the Board will issue a written determination to the parties involved in the hearing after consideration of the evidence received. The Board reserves the right to convene a formal hearing at their sole discretion. Complaints and grievances should be filed through the Human Resources Division.

During formal hearings a recording of the hearing will be kept in addition to a record of the written evidence submitted and the final determination. During hearings involving a review of written evidence no record will be kept other than the documentation submitted and the final determination.

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POLICY NUMBER: 120

POLICY NAME: **EQUAL EMPLOYMENT POLICY STATEMENT**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: The District will not condone and will not tolerate discrimination in any form to its employees. The following will be considered discrimination when...

1. any action is made openly or by implication against employees because of age, race, sex, color, religion, national origin, marital status, political affiliation, disability, membership in employee organizations or other non-merit factor(s).
2. any action is made by management or supervisory personnel with respect to an employee's transfer, promotion, compensation, performance appraisal, terms, conditions, or privileges of employment because of an employee's age, race, color, religion, sex, disability, or national origin.
3. any action or conduct unreasonably interferes with an employee's work performance by creating a hostile or offensive working environment.

Any employee who feels that he/she is being subject to discriminatory practices has the right to seek relief through the following complaint procedures:

- a. Any complaint relating to discrimination should be filed immediately in writing to the Human Resources Division. The complaint must detail the individuals involved, time and date of occurrences, witnesses to any actions, and/or explanation of the discriminatory action that took place.
- b. The Human Resources Division has the right to properly conduct an investigation on each complaint. The investigation should conclude within thirty working days, and a recommendation forwarded to the appropriate Director for action.
- c. The Director will then notify the employee filing the complaint in writing of the decision.
- d. The employee may appeal the director's decision to the Personnel Review Board by notifying the Human Resources Division in writing (see Policy 119).
- e. The Personnel Review Board will hear the appeal and make a final determination. The employee will be notified in writing of its decision.
- f. Retaliation in any form against any employee who has filed a complaint relating to discrimination is prohibited. Violation will be grounds for termination.

Discrimination is illegal. Employees who violate this policy are subject to termination.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 121

POLICY NAME: **SEXUAL HARASSMENT POLICY**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964 as amended. The Equal Employment Opportunity Commission (EEOC) enforces violations. The District does not condone and will not tolerate this form of employee misconduct.

Sexual harassment is defined as intentional or unintentional, unwelcome sexual attention, advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee to another when one or more of the following apply:

1. Submission to such conduct is made either openly or by implication a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person.
3. Such conduct unreasonably interferes with the individual's work performance by creating an intimidating, hostile, or offensive working environment. Any employee who feels that he/she is being subjected to sexual harassment has the right to seek relief by utilizing the following internal complaint process:
 - a. Any complaint should be filed immediately in writing to the Human Resources Division. The complaint must detail the individual(s) involved, the date(s), time(s), and place(s) the incident(s) occurred; any witness(es) to the incident(s), and a description of the incident(s) that took place.
 - b. When a female employee makes the complaint, another female employee will be present at all discussions and meetings concerning the incident. When a male employee makes the complaint, another male employee will be present at all discussions and meetings concerning the incident. In all cases, the Human Resource Manager will be responsible for the investigation and will be in attendance at all proceedings.
 - c. The Human Resources Division shall have the right to conduct an investigation regarding the complaint. The investigation should conclude within thirty working days, and a recommendation forwarded to the appropriate Director.
 - d. The Director will then notify the employee filing the complaint in writing of the decision.
 - e. The employee may appeal the director's decision to the Personnel Review Board by notifying the Human Resources Division in writing (see Policy 119).
 - f. The Personnel Review Board shall hear the appeal and make final determination. The employee will then be notified in writing of its decision.
 - g. Retaliation in any form against any person who has filed a complaint relating to sexual harassment is prohibited. Violations will be grounds for termination.

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

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NUMBER: 122

POLICY NAME: **DRESS CODE STANDARDS**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: The management of the District will establish a dress code so that employees will present a professional image when dealing with the public. The dress code will apply to all District employees.

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PERSONNEL POLICIES AND PROCEDURES**

PROCEDURE NUMBER: 122.1

PROCEDURE NAME: **DRESS CODE**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: JULY 1, 1993, AUGUST 1, 1999, JANUARY 15, 2001, JULY 19, 2001
MARCH 3, 2005, MARCH 11, 2009

Employees of the District are encouraged to present a professional image to the public at all times. Dress shall be based on the following guidelines and procedures during standard working hours.

1. Each Director or Division Manager will make the determination as to whether clothing meets the guidelines of the Dress Code.
2. If the employee is sent home for unsuitable attire, then the employee's pay will be docked for the time off as permitted by the FLSA.
3. Violation of the dress code may result in disciplinary action.
4. **All Clothing worn by employees is to be clean and neat. Soiled, wrinkled, or unkempt clothing will be a violation of this policy. Tops that expose the midriff are prohibited.**

Employees in Grades 16-22

Employees in these grades will wear, at a minimum, appropriate business casual dress throughout the year except as indicated in the Appraisal Review Board section of this procedure. Guidelines are contained in the following grid.

Acceptable for WOMEN		
TOP	BOTTOM	SHOES
Polo/Golf (Knit) Shirt Blouses Button down shirts Sweaters Turtle/Mock Turtle Neck Vests over tops Sleeveless dresses Blazers	Khakis (Dockers/Chino's) Slacks (Dress pants) Skirts Gauchos/Split Skirts Dresses Pant Suits Cropped or Capri Pants (MUST be mid calf or below)	Loafers Dress Shoes Flats Sandals (excluding flip flops - beach style shoes) Fashion boots Western boots (polished)

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Unacceptable for WOMEN		
TOP	BOTTOM	SHOES
Spaghetti String Blouses or Dresses Halter tops Tank tops (Uncovered) T-shirts Sweatshirts Flannel Shirts Sheer tops (see through mesh or lace) Sun Dresses Denim shirts, dresses, and tops Hooded Tops of any kind Athletic Jackets	Jeans Stretch pants Tights Leggings Shorts Jog suits or Sweat suits Micro mini skirts Denim slacks, skirts	Sneakers/Tennis Shoes Athletic Shoes Work/Army/Hightop style boots Boat Shoes/Top Siders Flip Flops - beach style shoes

Acceptable for MEN		
TOP	BOTTOM	SHOES
Polo/Golf (Knit) Shirt Button down shirts with collar Band Collar button down shirts Sweaters (must wear a collared shirt) Turtle/Mock Turtle Neck Vests over shirts Blazers/Sport Coats/Ties are optional	Khakis (Dockers/Chino's) Slacks (Dress Pants)	Loafers Dress Shoes Western boots (polished) (Socks required for all footwear)

Unacceptable for MEN		
TOP	BOTTOM	SHOES
T-shirts Sweatshirts Flannel Shirts Tank tops or sleeveless shirts Sheer tops (see through) Athletic Jackets Hooded Tops of any kind Denim Shirts of any kind	Jeans Jog suits or Sweat suits Shorts Trendy fashion pants Denim slacks of any kind	Sneakers/Tennis Shoes Athletic Shoes Work/Army/Hightop style boots Boat Shoes/Top Siders Sandals (any type)

Exceptions during ARB Period (first mailing of notices until certification):

Male employees who work directly with the Board and the Public shall wear suits, dress shirts and ties, or Sports Coats with dress shirts, ties and slacks.

Female employees who work directly with the Board and the Public shall wear dresses, coordinated pantsuits, suits, or skirt and blouse combinations with blazers.

Employees in Grades 23-27

Employees in the above grades will wear business dress during the ARB period, when attending Board of Director Meetings, and at other meetings or occasions when appropriate to the situation. Business Dress is defined as follows:

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

Female Personnel-Employees shall wear dresses, coordinated pantsuits, suits, or skirt and blouse combinations with blazers.

Male Personnel-Employees shall wear suits, dress shirts and ties, or Sports Coats with dress shirts, ties and slacks.

During the remainder of the year this group of employees will follow the business casual dress guidelines contained within this procedure.

Casual Dress

Casual dress days may be designated at various times during the year. Casual clothing worn by employees is to be clean, neat, and in good repair (no holes, marks, etc.). Tops that expose the midriff are prohibited.

Conference Attendance and Professional Events

Employees attending Conferences and other Professional Events should dress according to the Conference or Event dress standards. Employees who are speaking, making presentations, participating in panel discussions, etc., should follow the "Business Dress" guidelines outlined above.

This dress code shall be consistently applied in all divisions of the District.

**DALLAS CENTRAL APPRAISAL DISTRICT
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POLICY NUMBER: 123

POLICY NAME: **TRAVEL**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: When travel is required to attend educational conferences or to conduct business essential to the operation of the District, the employee involved will be reimbursed for reasonable expenses incurred as a result of such travel. All travel must be documented by receipts whenever possible and be listed on an expense report form approved by the District management. All airline travel shall be by coach, or the least expensive fare available. Employees shall not travel "First Class". Ground transportation should be by the most efficient means available. Car rentals must be approved in advance by the appropriate Director.

POLICY NUMBER: 124

**DALLAS CENTRAL APPRAISAL DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

POLICY NAME: **VEHICLE USE**
EFFECTIVE DATE: FEBRUARY 1, 1985
REVISED: NOVEMBER 14, 1990

POLICY STATEMENT: The Chief Appraiser will determine positions within the District that require the regular use of a personal automobile to conduct the business of the District and shall assign an automobile allowance appropriate for the anticipated use of the vehicle. Employees who receive an automobile allowance are required by the District to maintain liability insurance on their vehicle for not less than \$100,000 bodily injury, \$300,000 per occurrence and \$100,000 for property damage. Failure to maintain insurance coverage as required will result in the non-payment of the automobile allowance, and if the employee cannot fulfill the requirements of their job without using their automobile, they shall be suspended without pay until proof of the required automobile insurance is furnished to the District. Failure to furnish proof of insurance within thirty days of suspension will result in immediate termination of employment. The Human Resources Division will notify employees when their automobile insurance no longer meets the requirements of this policy. The District will, however, assume no liability should the employee not be notified. Any employee who falsifies or withholds information from the District concerning the amounts of coverage, or the cancellation of coverage, will be subject to immediate termination with right of appeal as outlined under Policy 119. Employees will have a period of seven days from the effective date of this policy revision to come into compliance with the liability limits set forth in this policy.

In addition, prior to September 1, 1991, all employees receiving an automobile allowance will be required to have their insurer furnish the District with a "Certificate of Insurance" stating the liability limits in effect and indicating that the District will be notified in the event of any change to or cancellation of the policy.

Employees that do not receive a monthly automobile allowance and are asked to use their automobile on District business will be reimbursed at the rate annually established by the District. Prior approval by the Director or Manager is required, and the appropriate expense form must be completed and submitted.

**DALLAS CENTRAL APPRAISAL DISTRICT
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PROCEDURE NUMBER: 124.1
PROCEDURE NAME: **AUTOMOBILE DRIVING RECORD**
EFFECTIVE DATE: DECEMBER 1, 1990
DATE REVISED:
APPLIES TO: ALL EMPLOYEES RECEIVING AN AUTOMOBILE ALLOWANCE

New employees and employees promoted to positions that receive an automobile allowance will have their driving record checked. The state guidelines for school bus drivers will be used to determine whether or not the individual is employed or promoted. The record check will be for the three previous years, except in the case of alcohol and drug-related offenses or cases involving homicide or manslaughter with a motor vehicle in which the survey period will be seven years. A total of ten points under this system will disqualify the individual from employment or promotion.

Existing employees on automobile allowance will have their driving record screened once every two years. Using the same system as above, points will be assigned to each violation. Moving violations (convictions) will be assessed three points each, and any conviction for driving while under the influence of drugs or alcohol, or for homicide or manslaughter with a motor vehicle will be assessed ten points. A complete list of all possible violations is available for inspection in the Human Resources Division. An employee who has accumulated ten or more points will be issued a Written Corrective Notice if the violations do not include any that involves alcohol, drugs, or homicide or manslaughter with a motor vehicle. If any of these violations are included in the ten points, the employee will be suspended for a period of three days without pay.

If within seven years an employee accumulates ten points on two occasions (not involving alcohol, drugs, homicide or manslaughter with a motor vehicle) they will be suspended without pay for three days. If on a third occasion, within seven years ten points are accumulated, the employee will be terminated.

If within seven years an employee accumulates a second conviction for an alcohol or drug-related offense or for homicide or manslaughter involving a motor vehicle, the employee will be terminated. There will be no exceptions unless, at the discretion of management, the employee is transferred to a position not involving the use of an automobile.

Employees under automobile allowance are required to report all moving automobile violations to the Department Director and the Human Resources Manager in writing at the time of the violation. Failure to report a violation will be considered to be a violation of the Policy 119.1, Group II, Number 10. When a determination (court decision) on the individual case is made, the Department Director and the Human Resources Manager must be notified. In the case of violations involving alcohol or drugs disciplinary action will be reserved until the case is decided. Employees whose license is suspended for any reason must report the suspension to the Department Director and Manager of Human Resources. The employee will be suspended from driving responsibilities, as well as from the automobile allowance during the license suspension. If the employee is unable to perform the functions of their job, their employment may be terminated.

Individual cases may arise which do not fit the guidelines in this procedure, in such cases the Department Director in consultation with the Human Resources Manager and upon approval of the Chief Appraiser will determine the appropriate action to take. All actions may be appealed to the Personnel Review Board by the affected employee.

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PROCEDURE NUMBER: 124.2

PROCEDURE NAME: **REQUIREMENTS FOR EMPLOYEES RECEIVING MILEAGE REIMBURSEMENT**

EFFECTIVE DATE: AUGUST 1, 1993

APPLIES TO: ALL EMPLOYEES WHO ARE REIMBURSED FOR MILES DRIVEN WHILE CONDUCTING DISTRICT BUSINESS

Annually, the Director of Administration will compile a list of employees who, in the normal course of their employment, may be required to use their personal automobile for District business. These employees will be required to submit to the Human Resources Manager a copy of their automobile insurance indicating no less than the minimum coverage required under Texas state law as well as a valid Texas Drivers License. An employee whose coverage lapses or terminates for any reason are required to notify the Manager of Human Resources, and will be prohibited from driving on District business while the coverage is not in effect. Employees are also required to report to the Manager of Human Resources immediately if their driving license is suspended, revoked, or invalidated for any reason. In such cases the employee will be prohibited from driving on District business until their drivers license privileges have been reinstated.

Failure to comply with this procedure is a violation of Personnel Procedure 119.1, Group 2, #13. Employees whose job description requires them to use an automobile in the course of their employment, and who are unable to comply with this procedure, may be removed from position.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

POLICY NUMBER: 125
PROCEDURE NAME: CONTROLLED SUBSTANCES, ALCOHOL, AND DRUG TESTING
EFFECTIVE DATE: **November 1, 2003**
REVISED:

POLICY STATEMENT: In accordance with accepted public policy and in the interest of maintaining the health and safety of its employees as well as the general public it is the policy of the Dallas Central Appraisal District (DCAD) to maintain a drug-free and alcohol-free work environment conducive to effective business operations. DCAD therefore requires that its personnel and operating practices be consistent with accepted standards of health and safety. To meet these objectives, DCAD has adopted the following substance abuse policy for all employees. This policy is also in compliance with the requirements of the Texas Workers' Compensation Act, TEX. LABOR CODE Section. 411.091. This policy applies to all employees and has the purpose of providing information on obtaining treatment, employee testing, as well as providing information on the penalties for violation of this procedure

Treatment and Assistance

- a. The DCAD provides access to an Employee Assistance Program (EAP), which can provide free, confidential counseling to an employee and/or an employee's family. The District encourages employees to make use of this program to assist in resolving any drug or alcohol problem by contacting the District's EAP provider. The contact number for the EAP is posted in the Employee Break Room, Human Resources Office, or is available from any member of the Human Resources Staff.
- b. The District provides group insurance programs that will assist the employee in enrolling in a qualified rehabilitation program in either an inpatient or outpatient basis. Information regarding the group insurance and qualified rehabilitation plans may be obtained from the individual's Primary Care Physician, the District's Medical Coverage Provider, or the Human Resources Division.

Definition of Drug

- a. For purposes of this policy, the term "drug" includes prescription medication, and all controlled substances, such as inhalants, the use of which is unlawful under state or federal law.
- b. Exception: This prohibition does not apply to an employee's use of drug medications under the following circumstances:
 - (a) the drug medication has been legally prescribed to the employee;
 - (b) it is being used in accordance with the prescription; and
 - (c) the employee has been advised that the medication's use will not adversely affect the health or safety of the employee or others in the workplace. Employees performing safety-sensitive functions have an obligation to ask their doctor whether their use of the medication being prescribed will adversely affect the health or safety of themselves or others in the workplace. If the employee performing safety-sensitive functions is advised that his or her use of a medication will adversely affect the employee or others at work, the employee has the responsibility to see whether another medication can be prescribed or, if not, to advise the Human Resources Department that the employee is taking medication which may have an adverse effect, without disclosing the medication's name or the reason for its use, in order to determine whether an accommodation, if any, can be made while the employee continues to take the medication.

Definition of a Violation

- a. An employee's unlawful use, possession, purchase, distribution, dispensation, manufacturing, or being under the influence of alcohol or any illegal drug or a prescription drug without medical authorization during the work day either while on DCAD premises or while performing services for DCAD at any location, is strictly prohibited.

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Testing

- a. DCAD retains the right to test any employee if given *reasonable suspicion* of a violation of this policy with the approval of at least one Departmental Director and one Manager. Directors and Managers must have successfully completed training in order to invoke this provision of the policy and must review the request to test with the Human Resources office. When such tests are performed DCAD will provide or arrange transportation to the test facility and to the home of the employee after the test is concluded. A tested employee will be on paid administrative leave pending the outcome of any test conducted. Refusal to cooperate and submit to any such test will subject the employee to immediate termination of employment. Driving a motor vehicle when requested not to by the DCAD will subject the employee to immediate termination as well as subject the employee to a report to appropriate law enforcement agencies regarding a suspicion of impaired driving.
- b. Except as state or local law may otherwise provide, the Company's "reasonable suspicion" determination will be based on specific, current observations that can be verbalized, including but not limited to the employee's appearance, behavior, conduct, speech, or body odors. These observations may also include indications of an employee's chronic use of, or the effects of withdrawal from, drugs or alcohol. The determination may be based on a single instance of conduct involving a serious potential risk of harm to the employee or others, or to Company property or the property of others. "Reasonable suspicion" determinations will be made by personnel who have received training on the signs and symptoms of alcohol misuse and drug use.
- c. The DCAD shall only use testing facilities that are properly certified by the Department of Health and Human Services, employ a qualified Medical Review Officer (MRO), and maintain appropriate chain of custody procedures.

Refusal To Submit: Although employees and applicants have a right to refuse to submit to a test, anyone who refuses to submit to a test will be ineligible for employment with the DCAD. The following conduct will be considered as refusing to submit to a test:

- (a) refusing or failing to appear for a substance abuse test within a specified time, as determined by DCAD, after being directed to do so by DCAD;
- (b) failing to remain at the testing site until the testing process is complete;
- (c) failing to provide a specimen for collection;
- (d) failing to provide a sufficient amount of the specimen when directed, without an adequate medical explanation;
- (e) failing or declining to take a second drug test that DCAD or collector has directed to be taken;
- (f) failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by DCAD as part of the testing procedures;
- (g) adulterating or substituting a sample, or attempting to adulterate or substitute a specimen;
- (h) failing to cooperate with any part of the testing process, such as by delaying the collection, testing or verification process or otherwise engaging in conduct that clearly obstructs or manipulates, or attempts to obstruct or manipulate, the testing process.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

Enforcement of Policy

- a. DCAD requires every employee to comply voluntarily with this policy for his or her own health and safety, for the safety of others, and the good of DCAD. Due to the importance of this policy, DCAD will take steps to ensure that it is followed. These steps will include, but are not limited to, the following:
 - (a) Notice will be posted in the employee break room on the second floor and the Human Resources Office on the third floor, informing employees and others of the Controlled Substance, Alcohol and Drug Testing policy
 - (b) An individual's refusal to submit voluntarily to a test will preclude employment with DCAD.
 - (c) All employees will receive a copy of the Controlled Substance, Alcohol and Drug Testing policy. Employees will be required to sign an acknowledgment of the foregoing. Acceptance of the policy will be required for continued employment. A copy of the policy will be available for inspection and review by applicants in the Human Resources office of the District.
 - (d) DCAD will provide appropriate training to management personnel to implement the “reasonable suspicion” testing provisions of this policy. DCAD retains the right to conduct searches of its property.

Consequences of Violating the Substance Abuse Policy

- a. Compliance by all employees with the terms of this policy is a condition of continued employment with DCAD.
- b. Any acts in violation of this policy are inconsistent with DCAD’s interest, and any employee who violates this policy will be subject to immediate disciplinary action, up to and including termination of employment.
- c. Evidence of use, sale, or possession of prohibited drugs may be reported to the appropriate law enforcement agencies.

Employee Right to Appeal

- a. Employees of the DCAD may avail themselves of the employee appeals process provided for in policy 119 regardless of any test determination.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

Drug Testing Procedures

- a. Drugs being tested for: The drugs to be tested for include marijuana, opiates, amphetamines, cocaine, phencyclidine (PCP) and their metabolites.
- b. Chain-of-custody and laboratories: DCAD has established a chain of custody procedure for drug specimen collection and testing that will verify the identity of each urine specimen and test result. All drug tests conducted pursuant to this policy shall be performed by laboratories that are either certified by the U.S. Department of Health and Human Services (“DHHS certified laboratory”) or are otherwise required to be used under the applicable state law.
- c. Confirmation and review of drug test results:
 - (a) All positive drug test results will be confirmed by gas chromatography and mass spectrometry (“GC/MS”). All confirmed positive drug test results will be reviewed by a medical review officer (“MRO”) to determine whether there is any legitimate explanation for the positive test result. This review may include a medical interview, review of the employee's medical history, or review of any other relevant biomedical factors and all medical records made available by the employee.
 - (b) An employee or applicant’s use of prescription and over-the-counter medications may result in a positive test result. Employees will be given the opportunity to discuss with the MRO any legitimate explanation for the positive test result. If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as negative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified by the MRO as a verified confirmed positive test.
 - (c) Under the circumstances set forth in 49 C.F.R. Part 40, if an employee or applicant refuses or fails to make himself/herself available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the employee.
 - (d) All confirmed adulterated or substituted test results will be reviewed by the MRO to determine whether there is any legitimate medical explanation for the laboratory findings. It is the employee’s burden of proof to show that there is a legitimate medical explanation. If the MRO determines that the employee's explanation does not present a reasonable basis for concluding that there is a legitimate medical explanation, the MRO will report the test to Human Resources and the individual tested as a verified refusal to submit to a test because of adulteration or substitution. If, however, the MRO believes that the employee's explanation may present a reasonable basis for concluding that there is a legitimate medical explanation, the MRO shall direct the employee to obtain, within five days of the MRO's verification interview of the employee, a further medical evaluation. This evaluation must be performed by a licensed physician, acceptable to the MRO, with expertise in the issues raised by the employee's explanation. The Company and the MRO are not responsible for finding or paying for a referral physician. However, on request of the employee, the Company or MRO will provide reasonable assistance to the employee's efforts to find such a physician. If, after conferring with the referral physician, the MRO concludes that there is a legitimate medical explanation, the MRO shall cancel the test and report the cancellation and the reasons for it to Human Resources and the tested individual. If, after conferring with the referral physician, the MRO concludes that there is no legitimate medical explanation, the MRO will notify Human

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Resources and the tested individual of a verified refusal to submit to a test because of adulteration or substitution.

- (e) If the MRO reports to the Company that a negative drug test was diluted, the employee will be directed to take another test immediately. If the applicant or employee refuses to take a second test, this constitutes a refusal to test.

- d. Right to have urine split-specimen analyzed: All drug tests conducted by the Company will analyze a specimen of the employee's urine, using the split-specimen methodology. This means that a urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to the laboratory. Only the "primary" specimen is opened and used for the urinalysis. The "split" specimen bottle remains sealed and is stored at the laboratory. Under certain circumstances, the employee may request a test of the "split" specimen by another DHHS-certified laboratory. This split specimen procedure provides the applicant or employee with an opportunity for a "second opinion."
 - (a) **Verified Positive Tests:** Employees whose primary specimen is verified positive have the right to request that their split-specimen be analyzed for the presence of the drug(s) for which a positive result was obtained, in a different DHHS certified laboratory selected by the Company. This request must be made by the employee within 72 hours of being notified by the MRO of a verified positive test result. If the split-specimen fails to reconfirm the presence of the drug(s) found in the primary specimen, or if the split-specimen is unavailable, or inadequate for testing or not testable, the MRO will cancel the test and report the cancellation and the reasons for it to the Company and the employee. However, if the split-specimen reconfirms the presence of the drug(s) or drug metabolite(s), the MRO will notify the Company and the employee that the test result was verified "positive."

 - (b) **Verified Adulterated or Substituted Tests:** All employees whose primary urine specimen is verified adulterated or substituted have the right to request that their split-specimen be analyzed in a different DHHS certified laboratory, selected by the Company, to reconfirm the adulterated or substituted result. The request must be made to the MRO within 72 hours of being notified by the MRO of a verified adulterated or substituted test result. If the split-specimen fails to reconfirm adulteration or substitution of the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to Human Resources and the tested individual. Additionally, if the split-specimen is unavailable, inadequate for testing or not testable, the MRO shall cancel the test and report the cancellation and the reasons for it to Human Resources, and the tested individual. Human Resources shall ensure the immediate collection of another specimen from the employee. However, if the split-specimen reconfirms adulteration or substitution, the MRO will notify Human Resources and the tested individual of the test results. Reconfirmation of adulteration or substitution constitutes a refusal to submit to a test.

Alcohol Testing Procedures for Employees

- a. In general: Alcohol screening tests will be performed either by a screening test technician ("STT") using a non-evidential screening device which the STT is proficient to operate, or by a breath alcohol technician ("BAT") using an evidential breath testing device ("EBT") which the BAT is proficient to operate. DCAD will only use non-evidential alcohol screening devices that are on the National Highway Traffic Safety Administration's ("NHTSA") Conforming Products List ("CPL") for non-evidential screening devices and EBTs, which are on the NHTSA's CPL for evidential breath measurement devices.

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- b. Confirmation of alcohol test results: If the result of the screening test is an alcohol concentration of 0.04 or greater, a confirmation test will be performed. The confirmation test will be conducted within 30 minutes from the end of the screening test. If the confirmation test result is an alcohol concentration level of 0.04 or greater, the test result will be reported as a positive. The confirmation test result is the final result upon which any discipline or other action taken under DCAD policy shall be based.

- c. Inability to provide adequate specimen amount for alcohol testing:
 - (a) If the employee is unable to provide sufficient saliva to complete a test on a saliva screening device, the STT shall conduct a new test, using a new device. If the employee refuses to complete the new test, this will constitute a refusal to submit to a test and the employee will be terminated. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the employee shall immediately take a breath alcohol test using an EBT. If the employee refuses to submit to the test using an EBT the employee will be terminated.

 - (b) If an employee fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test, DCAD will direct the employee to obtain, within five days, an evaluation from a licensed physician who is acceptable to DCAD and who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. Failure to undergo such an evaluation constitutes a refusal to test. If the physician concludes that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee's test will be canceled. If the physician concludes that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee will be considered to have refused to test.

ACCESS TO RECORDS AND CONFIDENTIALITY OF TEST RESULTS

- a. DCAD will maintain records of its substance abuse program in a secure location with controlled access. These records are confidential and will be disclosed in accordance with applicable law.

- b. Unless the applicable state or local law requires or otherwise provides, the laboratory may disclose an employee's drug test results only to the MRO. Unless an applicable law otherwise requires, the MRO in the case of drug tests, and the Screening Test Technician ("STT") and Breath Alcohol Technician ("BAT") in the case of alcohol tests, may disclose test results only: (1) to the employee; (2) to designated DCAD representatives; (3) to a treatment program; and (4) to courts of law and administrative tribunals to the extent permitted or required by law. Beyond that, test results shall not be released to any person without the employee's written consent.

**NOTIFICATION OF TEST RESULTS, TESTING EXPENSES AND
COMPENSATION FOR TESTS**

- a. Employees will be provided with a copy of their test results.

- b. DCAD will pay for all drug or alcohol tests required by DCAD, which includes a confirmation drug test performed on an employee's primary urine specimen. DCAD will also pay for the cost of the employee's transportation to a collection site when the test is conducted at a place other than the employee's normal work site. Unless state law otherwise requires, employees must pay for testing their urine split-specimen, but will be reimbursed if the test result is negative. Employees

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are responsible for the payment of all other tests.

- c. All time an employee spends providing a saliva, breath or urine specimen, including travel time to and from the collection site in order to comply with a test required under this policy, shall be considered as working time.

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POLICY NUMBER: 500

POLICY NAME: **ADMINISTRATIVE PROCEDURES**

EFFECTIVE DATE: FEBRUARY 1, 1985

REVISED:

POLICY STATEMENT: The Chief Appraiser will have the authority to approve and implement administrative procedures necessary for the efficient operation of the District.

POLICY NUMBER: 501

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NAME: CONFERENCE ATTENDANCE
EFFECTIVE DATE: FEBRUARY 1, 1985
DATE REVISED: JULY 1, 1987

Some employees may be required, for reason of business, to attend educational functions to represent the District. As employees of the District, our standard of conduct must be exemplary, since each individual's behavior may reflect on the entire organization. In order to achieve the maximum benefit from each employee's attendance on behalf of the District at a conference, workshop, or seminar, the following procedures will apply:

1. All requests for travel and outside attendance of functions must be made to the appropriate Director and approved by the Chief Appraiser.
2. All travel on behalf of the District must be completely and properly documented, including receipts for hotel, transportation and meals before the District can make any reimbursements.
3. When an employee attends a seminar, conference or workshop, the employee will attend as many scheduled classes and functions as possible.
4. Employees attending conferences will return to the District with all handouts, brochures, or other written documentation presented. This information will be shared and passed on to appropriate District employees in each department or discipline.

In addition each employee who will be attending a conference or training program for which the total cost exceeds \$500.00 *must execute an agreement to repay to the Dallas Central Appraisal District the cost of their attendance* (inclusive of all registration fees, travel expenses, meals, and any other related expenses) *should they voluntarily terminate employment* with the DCAD as stipulated in the following schedule:

Termination within 3 months of the conclusion of the event - 100% of the expenses incurred
Termination after 3 months but less than 6 months from the conclusion of the event - 75% of the expenses incurred
Termination after 6 months but less than 9 months from the conclusion of the event - 50% of the expenses incurred
Termination after 9 months but less than 1 year from the conclusion of the event - 25% of the expenses incurred
There will be no payments due after a year has elapsed from the conclusion of the event.

The Department Director will be responsible for insuring that all of their employees execute such an agreement when it is applicable. The Director and the employee will each retain a copy of the agreement and the original will be maintained in the employee's personnel file. When an employee voluntarily terminates employment as outlined under this procedure the Department Director will be responsible for notifying payroll to deduct the amount due from the employee's last paycheck. In the case of qualifying attendance by a Director the Chief Appraiser will administer this procedure.

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PROCEDURE NUMBER: 502

PROCEDURE NAME: **BAD WEATHER**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED:

In case of the threat of ice, snow, or severe weather, the following procedures should be followed:

1. The appropriate Directors and Division Managers or their designates should listen to the weather reports for street and road conditions.
2. The Directors should report to the Chief Appraiser by 6:00 a.m. on road conditions.
3. The Chief Appraiser will make the final decision as to office hours for that day.
4. Employees should listen to AM radio KRLD 1080 for notice of delayed opening or closing of the office.
5. Employees who are unsure as to the status of the office should call in for further information.
6. In all cases, the Chief Appraiser will make the decision as to when employees should report to work, what hours will be worked, and if partial hours are worked, how pay will be handled.
7. If the office is officially closed for the day then all employees will be paid for that day.
8. Directors and Division Managers may waive enforcement of the tardiness policy if weather conditions warrant.

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PROCEDURE NUMBER: 503

PROCEDURE NAME: **TOBACCO USE**

EFFECTIVE DATE: FEBRUARY 1, 1985

DATE REVISED: JANUARY 1, 1991 NOVEMBER 1, 2002, SEPTEMBER 1, 2008

The Dallas Central Appraisal District will notify all applicants that the District will decline to consider for employment individuals that use tobacco products.

In order to promote and encourage the good health of all employees, the District will operate its facility as a tobacco free (smoke and smokeless) campus. This tobacco free policy will include all areas of the facility and surrounding grounds including, but not limited all offices, conference rooms, public areas, hallways, stairways, elevators, break rooms, and restrooms as well as public and employee parking lots (including employee privately owned vehicles), and any related storage facilities.

"No Smoking" signs will be placed throughout the property. Visitors to the building will be notified at all entrances that the District office is a smoke free facility. Employees who violate that procedure will be considered to have violated Personnel Procedure 119.1, Group 2, #13.

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PROCEDURE NUMBER: 504

PROCEDURE NAME: **ENTERING OCCUPIED PROPERTIES AND DEALING WITH VICIOUS ANIMALS**

EFFECTIVE DATE: SEPTEMBER 1, 1987

DATE REVISED:

In order to minimize the risk of injury to DCAD personnel involved in on-site field inspections, the following procedures are to be followed:

Entering Occupied Properties

1. If it becomes necessary to enter an occupied residence due to a planned re-inspection, the owner will be notified by telephone in advance and an appointment made to inspect the property.
2. If it is necessary to enter an occupied residence during a routine field inspection, the appraiser must first obtain the permission of the owner. Premises should NEVER be entered if the adult owner is not present. Under NO circumstances are residences to be entered when only children are in the home.
3. If there is any indication of any possible personal risk, the appraiser is NOT to enter the residence, but should instead notify their Supervisor who will arrange for two appraisers to inspect the property, or waive the inspection. Under NO circumstances are the employees to place themselves in any position that could compromise their safety.
4. If an animal is in the residence, ask the owner to restrain the animal or remove it from the area of inspection. If the owner does not comply with this request, do not enter the residence, but instead estimate the needed information or measurements to complete the assignment. Comments should be placed on the account for future reference.

Dealing With Vicious Animals

1. When having to enter a fenced or otherwise protected area, contact the owner and determine if there are any animals in the area. Request the owner to remove or restrain the animal(s) while you are inspecting the property.
2. If the owner is not present and an animal is encountered and considered a threat to your safety, do not enter the property.
3. If the property is posted with a sign "Beware of Dog", do not enter the property.
4. If the employee is unable to obtain entry to the property due to vicious animals, the employee should estimate the needed measurements and/or information to complete the assignment.
5. Employees should report all cases where vicious animals are encountered to their supervisor. Comments should also be placed on the account for future reference.
6. If necessary, the employee may be required to make an appointment to re-inspect the property with the owner present.

PROCEDURE NUMBER: 504.1

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NAME: **FIELDWORK SAFETY PROCEDURES**
EFFECTIVE DATE: DECEMBER 1, 1991
DATE REVISED: MAY 1, 1994 FEBRUARY 7, 2000

APPLIES TO: ALL PERSONNEL ASSIGNED TO FIELD APPRAISAL RESPONSIBILITIES.

All employees engaged in any type of field appraisal activities will wear their identification card so that the general public may easily see it.

Employees engaged in fieldwork should take special care in the performance of their duties in order to maintain their personal safety and security. The following procedures should be adhered to when in the field:

1. Awareness of Surrounding- Always take note of the area you are working, pay particular attention to avoid compromising locations (alleys, dead end roads, cul-de-sacs, and secluded areas) and keep within a reasonable distance of your automobile.
2. Maintain Individual Security- Maintain your automobile. Regularly inspect (or have inspected) the electrical (battery and cables) and cooling systems (hoses and belts) and tires. Carry jumper cables to use should your battery fail.
3. **ALWAYS** remove yourself from dangerous situations first, only when you are safe should you contact the police department and then contact the District. For minor events call your supervisor as soon as possible. For a severe problem immediately contact the Police Department and file a report. Next telephone the Human Resources Manager (214-631-4362) who will contact your Manager. If you are unable to reach the Human Resources Manager contact your Manager, your Director, or the Chief Appraiser or any other Director on duty. When at the office file a written report on the incident. A copy of the Police Report and/or Report Service Number should be given your Manager and the Human Resources Manager
4. **NEVER STAY IN A DANGEROUS OR UNCOMFORTABLE SITUATION.** If you are being followed, go to a police or fire station for assistance. If you are "bumped" on the freeway do not pull over; go to a public place such as a service station or convenience store before stopping.
5. **Serious or Dangerous events** will be reported to the Chief Appraiser by the Management person receiving the call.

IF AT ANY TIME AN EMPLOYEE FEELS ANY THREAT WHATSOEVER, THEY ARE TO IMMEDIATELY LEAVE THE AREA AND AS SOON AS PRACTICABLE REPORT THE INCIDENT TO THEIR DIVISION MANAGEMENT AND HUMAN RESOURCES. UNDER NO CIRCUMSTANCES ARE ANY EMPLOYEES TO REMAIN IN ANY SITUATION THAT IS POTENTIALLY DANGEROUS.

If, in the course of fieldwork activities, an employee encounters an irate taxpayer the following procedures should be observed:

1. Immediately identify yourself to the taxpayer in a courteous and professional manner.
2. State the nature of your business explaining the necessity of the task you are to perform.
3. Never argue with a taxpayer. If asked to leave, **DO NOT HESITATE, LEAVE THE PREMISES IMMEDIATELY.** If there is any suggestion or hint of danger **LEAVE THE AREA IMMEDIATELY, DO NOT STAY TO COMPLETE YOUR WORK.** Complete the worksheet (estimates if required) only when you are safely away from the area.
4. Report all minor incidents to your supervisor at the first appropriate opportunity. Major incidents, such as

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threats of any type should be reported to the Police. Next telephone the Human Resources Manager (214-631-4362) who will contact your Manager. If you are unable to reach the Human Resources Manager contact your Manager, your Director, or the Chief Appraiser or any other Director on duty. When at the office file a written report on the incident. A copy of the Police Report and/or Report Service Number should be given your Manager and the Human Resources Manager

5. The area supervisor will see that the incident is noted on the first two lines of the comment screen. Appraisers in the field should review the comments on the worksheet and avoid known hostile taxpayers.

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PROCEDURE NUMBER: 505

PROCEDURE NAME: **EMERGENCY EVACUATIONS AND FIRE SAFETY PROCEDURES**

EFFECTIVE DATE: JANUARY 1, 1991

DATE REVISED:

The Human Resources Division will maintain a current emergency evacuation and fire safety plan for the building. As a part of this plan each floor will have designated fire captains. These individuals will be responsible for insuring that in the event of a fire or emergency evacuation that the entire floor is cleared of all personnel. During an emergency evacuation all employees are to use the stairwells to exit the building, in no event will the elevators be used. Employees will assemble in the parking lot outside of the row of lights. Managers and Supervisors will confirm the presence of their personnel and notify the Floor Fire Captain of anyone who is missing. Fire Captains will report to the Human Resources Manager the status of their floor evacuation along with the names of any missing personnel.

Practice evacuations will be held not less than twice a year. A complete fire and emergency procedures plan will be kept in the Human Resources Division with copies given to each floor Fire Captain. Emergency evacuation routes will be posted on each floor and copies of the evacuation plan and procedures will be reviewed at each employee orientation.

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PROCEDURE NUMBER: 506

PROCEDURE NAME: **BUILDING SECURITY PROCEDURES**

EFFECTIVE DATE: JANUARY 1, 1991

DATE REVISED: SEPTEMBER, 1992

The building will be open to the public from 7:30 a.m. until 5:30 p.m., Monday through Friday. The building will be opened to employees no later than 6:45 a.m. and no earlier than 6:00 a.m. each morning, Monday through Friday, dependent upon the work schedule in effect. The facility may be opened by an automatic lock device or any authorized management personnel or other individual designated by the Chief Appraiser or Director of Administration. The security alarm may be disabled any time after 6:00 a.m. by authorized personnel.

The building will be locked between 5:30 p.m. and 6:30 p.m. by the automatic locking device or an authorized manager dependent upon the work schedule in effect.

Only persons authorized by the Chief Appraiser or Director of Administration shall be allowed to operate the security system. Other personnel may work outside of normal hours only when accompanied by an authorized manager or supervisor. Exceptions must be approved in advance by the appropriate Director and the Director of Administration must be notified. Non-management employees who enter the facility during non-working hours without prior authorization of their manager or director are subject to termination of employment. The facility will remain locked and the security system enabled during extra hours of operation except in instances when personnel are available to monitor the entrances to the building.

Any thefts, disturbances, or assaults in the facility or on the parking lot or grounds should be reported to the Assistant to the Director of Administration.

Employees shall not attempt to enter the employee parking lot should the parking lot gate malfunction including instances in which only one of the two gate arms open. In such cases, the employee should park in the visitor lot and immediately notify the Assistant to the Director of Administration. Employees who attempt to use a malfunctioning gate will be responsible for any and all damages occurring to their automobile and to the gate mechanism. Employees who drive, or attempt to drive out of a gate that is being activated by another vehicle will be liable for all damages to the vehicle and will be subject to disciplinary action.

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PROCEDURE NUMBER: 507

PROCEDURE NAME: **OFFICE DECOR/FOOD AND DRINK**

EFFECTIVE DATE: JANUARY 1, 1991

DATE REVISED: JANUARY 20, 2003

Office Decor: In order to maintain a professional and coordinated appearance of the DCAD offices, all open areas, lobbies, and conference rooms will be decorated by the DCAD. Personal items will not be hung in common areas. Private offices will be decorated in a professional manner. All pictures, awards, diplomas, etc., will be framed, and must be reflective of the professional atmosphere the District desires to present to the public. Unframed items such as calendars, notes, and cartoons will not be permitted. Department Directors will have discretion to determine which items are in compliance with this procedure.

Food and Drink: It is the responsibility of every employee to maintain the quality and appearance of the work environment. *Employees are responsible for cleaning up after themselves* including any spills in designated break and/or lunch areas, hallways, stairwells, or elevators. In addition the *employee must notify the DCAD Maintenance Staff* after any spill, regardless of the severity, via phone or email, so that the area can be inspected, and professionally cleaned if needed. Food will not be consumed at desks in public or open areas. All lunches and food items will be stored in designated break areas. Drinks may be consumed at individual desks; however, it is each employee's responsibility to clean up immediately any spills that may occur in addition to properly notifying the DCAD Maintenance Staff. *Failure to comply with this procedure will be considered a violation of policy and subject the employee to disciplinary action up to and including termination in cases of willful violation.*

Departmental "food days" will be permitted when scheduled through the Division Manager. Managers will insure the complete clean up of all such activities.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 508

PROCEDURE NAME: **VALUATION OF EMPLOYEE OWNED PROPERTY**

EFFECTIVE DATE: JUNE 26, 1995

REVISED: JUNE 3, 1996, MARCH 3, 2005, MARCH 31, 2006

In order to provide a fair and equitable method for employees to appeal values assigned to property they own within the jurisdictional limits of DCAD as well as protect the integrity of DCAD employees the following procedure will be in effect:

1. Within thirty (30) days of the acquisition of any ownership interest of any real or personal property subject to ad valorem taxation within the jurisdictional limits of DCAD (including Dallas County and portions of surrounding counties), the employee acquiring the property will complete an informational form providing the following information to the Director of Appraisals of DCAD.
 - a. Legal Property Description
 - b. Complete Street Address
 - c. Date of Purchase
 - d. Intended use of property (i.e. primary residence, business, rental property, etc.)
- a. When taking any action at the DCAD (such as filing for an exemption or special use valuation) that would affect the taxable value of an employee owned property within the jurisdictional limits of DCAD (including Dallas County and portions of surrounding counties), the following procedures will be followed:
 - a. Homestead Exemption: Each employee is responsible for verifying that no more than one homestead exemption is filed under his or her name, or the employee's spouse's name in any taxing jurisdiction within the state of Texas. *Any qualifying exception must be approved under section 2c below.* Employees must comply with all laws and regulations pertaining to the qualifications for the General Homestead Exemption as outlined in the Texas Property Tax Code.
 - b. Over 65: Each employee is responsible for verifying that any application for an over 65 exemption complies with all laws and regulations pertaining to the qualifications for the Over 65 Exemption as outlined in the Texas Property Tax Code.
 - c. All other Partial Exemption, Total Exemption, and Special Use Valuation Applications or exceptions to this Personnel Procedure: The employee shall first submit any required application or forms along with any required documentation to the Director of Technical Services. The Director of Technical Services will have final authority concerning the granting of the action requested. Should the application be denied, the employee may appeal the decision through the Appraisal Review Board utilizing the procedure outlined in item 5 below.
3. Properties owned by the employee at the time of employment or at the effective date of this procedure need not have a new application filed for any previously granted exemption or special use designation. The Audit and Compliance Division will audit all existing exemptions and special use designations for suitability and compliance with applicable tax law as well as exemptions and special use designations granted to any new employees prior to employment.
4. Each property owned by a DCAD employee would be "flagged" identifying the owner or part owner as a DCAD employee.

Protest Procedures for Employees

- a) The protest will be delivered to the Division Manager responsible for handling the value, exemption or Ag use issue being disputed.
- b) Valuation Protests: A supervisor designated by the Division Manager will review the ARB disputed

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valuation(s) and make a recommendation back to the manager. The Manager will forward the protest paperwork, including the recommendation to their Department Director.

c) Exemption and Ag Use Protests: The Manager will forward the protest paperwork to their Department Director. Upon review by the Department Director the protest(s) will be forwarded to Appeals and Support to be scheduled for an ARB hearing.

d) At the ARB a supervisory level employee will introduce the issue and the appealing employee. Next the supervisor will state the DCAD's recommendation and explain that in the opinion of DCAD the ARB should make the decision regarding value or exemption or Ag determination.

e) The employee will then present his/her case and the ARB will make a final ruling.

The following penalties will be effective for non-compliance:

1. Failure to file a report of ownership of a primary residence as required by this procedure, or failure to comply with this procedure regarding actions taken on properties that affect appraised or taxable value (such as filing for an exemption or special use valuation) will be considered a violation of Personnel Procedure 119.1, Group III, number 1, and will subject the employee to immediate termination. Other less severe disciplinary action may be considered dependent upon the circumstances, at the discretion of the Department Director.
2. Failure to report the ownership of any business, rental, exempt, or other type of property will be considered to be a violation of Personnel Procedure 119.1, Group III, number 1, and will subject the employee to termination of employment.
3. Falsification of a report of ownership or part of ownership in a property or an exemption or ag use application (such as filing for an exemption or special use valuation) as required by this procedure will be considered a violation of Personnel Procedure 119.1, Group III, number 3, and will result in termination of employment. Personnel Policy 119 will govern appeal of any disciplinary action taken.
4. Failure to follow the ARB formal protest guidelines outlined in this procedure will subject the employee to immediate termination. Other less severe disciplinary action may be considered dependent upon the circumstances, at the discretion of the Department Director.

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**EMPLOYEE/APPLICANT PROPERTY OWNERSHIP DISCLOSURE FORM
(Please print all requested information)**

NAME: _____

DIVISION (if currently employed at DCAD): _____

POSITION (if currently employed at DCAD): _____

PROPERTY #1 LEGAL DESCRIPTION (if known): _____

DCAD ACCOUNT # (if known): _____ DATE PURCHASED: _____

STREET ADDRESS: _____

CITY: _____ ZIP CODE: _____

Type of Property (check one):

a. Primary Residence b. Rental Property c. Business Interest d. Other (describe below)

Exemptions Claimed (check all that apply):

a) Homestead b) Over 65 c) Disabled d) Disabled Veteran e) Special Use f) Other (describe below)

PROPERTY #2 LEGAL DESCRIPTION (if known): _____

DCAD ACCOUNT # (if known): _____ DATE PURCHASED: _____

STREET ADDRESS: _____

CITY: _____ ZIP CODE: _____

Type of Property (check one):

a. Primary Residence b. Rental Property c. Business Interest d. Other (describe below)

Exemptions Claimed (check all that apply):

a) Homestead b) Over 65 c) Disabled d) Disabled Veteran e) Special Use f) Other (describe below)

(Attach additional forms if required)

I certify that I have disclosed all property(ies) located within the jurisdictional limits of the Dallas Central Appraisal District in which I have a full or partial ownership interest and have accurately indicated all active exemptions that are currently in effect for these properties. The total number of properties that I have an ownership interest in as of this date is _____.

EMPLOYEE SIGNATURE: _____

DATE: _____

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 509

PROCEDURENAME: **ELECTRONIC MAIL, VOICE MAIL, TELEPHONE SYSTEM AND ACCESS TO
COMPUTER FILES AND THE INTERNET**

EFFECTIVE DATE: OCTOBER 1, 1995

REVISED: OCTOBER 1, 1996

Electronic Mail (E-Mail and Voice Mail) Procedures

The Electronic Mail Systems (E-Mail and Voice Mail) in use at the Dallas Central Appraisal District are the property of the Dallas Central Appraisal District and are to be used for DCAD business purposes only.

All employees who use the E-Mail system should disclose information or messages received from an E-Mail only to those employees authorized to receive the message. This applies to proprietary District information as well as any communication protected under an attorney-client privilege.

The District reserves the right to monitor the E-Mail and Voice Mail systems at its discretion to ensure that they are being used for company purposes only; to ensure that District policies are being followed; and to access an employee's E-Mail or Voice Mail when that employee is not available. Employees who use the DCAD E-Mail or Voice Mail Systems should not infer any right of privacy to any E-Mail or Voice Mail creation, transmission, or receipt. All E-Mail and Voice Mail is the property of DCAD and is subject to review by Management.

E-Mail is designed as a business tool, and personal use of the E-Mail system is prohibited. Due to the nature of Voice Mail it is understood that brief external personal messages may be received, however, the use of Voice Mail to send inter-office personal messages is prohibited. Employees are prohibited from any unauthorized copying and/or transmission by E-Mail or any other electronic file transfer any information that is proprietary to DCAD, protected by copyright, or protected in whole or part by an attorney-client privilege.

Employees who are granted access to E-mail and/or Voice Mail are responsible for deleting messages when received and for keeping the system cleared of old mail and/or calls.

Access to E-Mail, Voice Mail, and Computer Files

Access to E-Mail, Voice Mail, and Computer Files by password is restricted to the employee(s) assigned the password and the supervisor(s) and/or manager(s) of the employee. Unauthorized use of a password or an attempt to gain unauthorized access to E-Mail, Voice Mail, or other Computer and/or Electronic Files subjects the employee to immediate termination of employment.

Telephone System

The District maintains a phone system for the purpose of conducting the business of the District. In order to ensure the quality of information provided to the public through this system the District will regularly monitor Customer Service Lines as well as all telephone lines connected to the ACD (Automatic Call Distribution) System. Employees are advised that all conversations on these phone lines are subject to monitoring at any time. In addition, the District reserves the right to monitor other calls for other business purposes including, but not limited to, the investigation of complaints involving an employee's actions and/or conduct with other employees, taxpayers, vendors, or others.

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Internet Use and Access

Only employees authorized by the District Management may access Internet Services utilizing District resources. All hardware and software to be utilized must be approved by the Information Technology Department prior to use. The use of unauthorized software and/or hardware will subject the employee to disciplinary action dependent upon the severity of the offense. Employees, who access the Internet utilizing District equipment and/or software (including Internet access rights), either on or off District premises, are restricted to uses appropriate to the business purposes of the District. Utilization of Internet access with District equipment and/or software for inappropriate purposes subjects the employee to disciplinary action dependent upon the severity of the offense.

Penalties for Violation of Procedures

Employees who violate the procedures outlined above may be disciplined under Personnel Procedure 119.1, Group II, number 13, or if circumstances warrant under Group III, number 5. Employee who use E-Mail, Voice Mail, the Telephone, or Internet to transmit or receive offensive material subject themselves to termination of employment under Personnel Procedure 119.1, Group III, number 21. Appeal Procedures outlined under Personnel Policy 119 shall apply.

Retention of Messages

Messages may be automatically deleted from the systems based on a schedule approved by the Director/Chief Appraiser.

**DALLAS CENTRAL APPRAISAL DISTRICT
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PROCEDURE NUMBER: 510

PROCEDURE NAME: **COMPUTER SOFTWARE USE**

EFFECTIVE DATE: NOVEMBER 15, 1995

REVISED:

Office Use of Software

Only computer software products purchased by the Appraisal District may be used on DCAD computer equipment. If other software is to be used on a limited or trial basis, it must be used only as permitted by the applicable software license and must be submitted to the Information Services Department for virus scanning and written approval. DCAD supplied software may not be copied or used for any other purpose except as allowed for in this policy.

Home Use of Software

Exempt employees of the Appraisal District may, upon approval of their Manager and the IS Department, install DCAD software on their home computer providing that they are the primary user of a DCAD PC workstation. Software must be checked out of the IS Department and returned upon installation; the making of unauthorized copies of software off of the PC is prohibited. Software may only be used in accordance with the license agreement. These agreements generally prohibit a licensed product from being used on two separate computers at the same time. All disks that have been used on a home computer must be checked by IS for viruses prior to being used in any DCAD computers.

Violation of this procedure will call for disciplinary action under Personnel Procedure 119.1, group II, #7. Willful violations, including those to which any damage or penalty is charged to DCAD will be considered under Personnel Procedure 119.1, group III, #5. Appeal rights under Personnel Policy 119 will apply.

DALLAS CENTRAL APPRAISAL DISTRICT PERSONNEL POLICIES AND PROCEDURES

PROCEDURE NUMBER: 511

PROCEDURE NAME: **Privacy Rights and Responsibilities relating to Protected Health Information (PHI) as defined under the Health Insurance Portability & Accountability Act (HIPAA)**

EFFECTIVE DATE: APRIL 14, 2004

REVISED:

In compliance with HIPAA the Dallas Central Appraisal has instituted a set of policies and procedures in regards to the keeping and use of Protected Health Information as defined under HIPAA. The following documents have been provided to all employees in written form, and are also available via the “*Employee Net*” intranet connection to employees for review and may be accessed (in its electronic format) using the links below.

- 1) [Summary Notice of Privacy Practices](#). This summary document defines the major component parts of DCAD Privacy Policy and Practices. This document is designed as a quick resource and is not to be considered definitive.
- 2) [Notice of Privacy Practices](#). This detailed document explains the responsibilities of the DCAD and the employee in regards to the access to and use of PHI. This document provides a detailed resource that should answer almost all questions regarding privacy protection and the procedures to be followed to access information as well as file complaints.
- 3) [Authorization to Release Protected Health Information](#). This form must be completed, signed, and presented to a member of the Human Resources Division in order to assist an employee into any inquiry regarding the payment of benefits under any healthcare plan sponsored or provided through the DCAD. Without this authorization DCAD will not be able to access or use employee PHI in any effort to assist an employee with a claim.

In addition the Human Resources Division has established procedures to secure PHI outside of the standard employee personnel records, as well as provide appropriate security to those records that may contain PHI. For more information regarding HIPAA and PHI, please refer to the aforementioned documents or contact the Manager of Human Resources.