

PERSONNEL MANAGEMENT

200 SERIES

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RE: INTRODUCTION

IN ORDER TO PROVIDE THE MOST EFFICIENT PROGRAM POSSIBLE, AN ORDERLY SYSTEM OF PERSONNEL MANAGEMENT MUST BE MAINTAINED. THE BOARD OF DIRECTORS REALIZE THAT DECISIONS MADE BY THEM AND DISTRICT ADMINISTRATORS, LIKE THOSE MADE BY OTHER STAFF MEMBERS, WILL HAVE LASTING EFFECTS ON THE SUCCESS OF THE APPRAISAL DISTRICT.

THE GUIDING PRINCIPAL OF THE PERSONNEL MANAGEMENT SYSTEM SHALL BE FAIRNESS AND EQUALITY FOR ALL.

DEFINITIONS:

PERSONNEL shall for the purposes of this manual include all employees of the District whether categorized as full-time, part-time employees or temporary employees.

PERMANENT EMPLOYEES for the purposes pf this manual will include full-time and part-time employees.

FULL TIME EMPLOYEES shall for the purpose of this manual includes employees hired to work a 40-hour week and are compensated on an annual basis. They will be entitled to benefits provided by the District such as vacation, sick leave, insurance and retirement.

PART-TIME EMPLOYEES shall for the purposes of this manual include all employees who work an average of less than 30 hours per week or 1,560 hours per year, and are paid on an hourly basis. Part-time employees will be allowed retirement benefits only.

TEMPORARY EMPLOYEES shall for the purpose of this manual include those employees who are hired on short term basis to assist in completing a project or to meet a deadline. They will be compensated on an hourly basis. Temporary employees are not considered permanent employees and will not be entitled to benefits provided by the Appraisal District.

RE: STAFF ASSIGNMENT, OFFICE AND EMPLOYEE WORKING HOURS

ALL DISTRICT PERSONNEL SHALL BE ASSIGNED WORKING POSITIONS BY THE CHIEF ADMINISTRATOR. THIS ASSIGNMENT SHALL BE BASED ON THE OVERALL NEEDS OF THE APPRAISAL DISTRICT.

THE APPRAISAL DISTRICT OFFICE WILL OPEN FROM 7:00 A.M. TILL 6:00 P.M., MONDAY THROUGH FRIDAY, WITH THE EXECPTION OF CLOSURE FOR HOLIDAYS OR IN EVENT OF CLOSURE AS DEEMED NECESSARY BY THE CHIEF APPRAISER.

FULL-TIME EMPLOYEES OF THE DISTRICT WILL BE SCHEDULED TO WORK A FLEX-TIME SCHEDULE OF FOUR (4), TEN (10) HOUR DAYS PER WORK WEEK AT THE DISCRETION OF THE CHIEF APPRAISER. HOWEVER, EMPLOYEES HIRED PRIOR TO AUGUST 1, 1997 MAY EXERCISE THE OPTION OF MAINTAINING STRAIGHT TIME OR A FIVE (5), EIGHT (8) HOUR PER DAY WORK WEEK. HOWEVER ONCE A SELECTED FLEX-TIME, REVERSION TO STRAIGHT TIME IS ONLY AT THE DISCRETION OF CHIEF ADMINISTRATOR. EMPLOYEES SCHEDULED TO WORK FLEX-TIME WILL REMAIN ON THIS SCHEDULE AS LONG AS THE DISTRICT'S OPERATES ON A TEN HOUR PER DAY SCHEDULE, UNLESS THE DISTRICT ELECTS TO RETURN TO STRAIGHT-TIME OR WHENEVER DEEMED NECESSARY BY THE CHIEF ADMINISTRATOR FOR THE EFFICIENT OPERATION OF THE DISTRICT.

FLEX-TIME EMPLOYEES WILL HAVE A DAY OFF PER WEEK, EITHER MONDAY OR FRIDAY. IN ORDER TO ACCOMPLISH THIS, EMPLOYEES WILL BE DIVIDED INTO TWO GROUPS AT THE DISCRETION OF THE CHIEF APPRAISER. IF A HOLIDAY CONFLICTS WITH AN EMPLOYEES DAY OFF AS ALLOWED BY THE CHIEF APPRAISER. THE EMPLOYEE WILL BE ALLOWED TO TAKE THE PREVIOUS DAY OR THE SUBSEQUENT DAY OFF AS ALLOWED BY THE CHIEF APPRAISER. THE CHIEF APPRAISER MAY REQUIRE AN EMPLOYEE TO WORK ON THEIR REGULARLY SCHEDULED DAY OFF. IN THIS CASE THE EMPLOYEE MAY BE ALLOWED ANOTHER DAY OFF AT THE DISCRETION OF THE CHIEF APPRAISER.

RE: PROMOTION

AS OPPORTUNITIES FOR PROMOTION OCCUR IN THE APPRAISAL DISTRICT, THOSE QUALIFIED EMPLOYEES CURRENTLY EMPLOYED ARE ENCOURAGED TO APPLY. POSITIONS WILL BE FILLED ON THE BASIS OF MERIT AND QUALIFICATIONS. IN THE GRANTING OF PROMOTIONS, NO CONSIDERATION SHALL BE GIVEN TO THE SEX, NATIONAL ORIGIN, RACE, OR CREED OF THE APPLICANT.

RE: DEMOTION

IN THE COMPLICATED TASK OF PERSONNEL ASSIGNMENT, IT MAY BECOME NECESSARY TO DEMOTE INDIVIDUALS TO POSITIONS OF LESSER OR DIFFERENT RESPONSIBILITIES. DEMOTION SHALL INCLUDE THE FOLLOWING CIRCUMSTANCES:

1. THE ABOLITION OF THE POSITION DUE TO INTERNAL RE-ORGANIZATION.
2. THE ABOLITION OF THE POSITION DUE TO EXTERNAL RE-ORGANIZATION, SUCH AS CONSOLIDATION, OR DECREASE IN FUNDING.
3. THE INABILITY OF AN INDIVIDUAL TO FULFIL THE RESPONSIBILITIES OF HIS POSITION AS DETERMINED BY A COMPLETE PERSONNEL EVALUATION.

RE: DISMISSALS

PERSONNEL MAY BE DISMISSED AT ANY TIME DURING THE YEAR. EVIDENCE OF THE FOLLOWING CONDITIONS MAY BE GROUNDS FOR TERMINATION:

1. IMMORAL CONDUCT
2. REPEATED FAILURE TO COMPLY WITH OFFICIAL DIRECTIVES AND ESTABLISHED BOARD POLICY.
3. PHYSICAL OR MENTAL INCAPACITY PREVENTING PERFORMANCE OF DUTIES.
4. REPEATED AND CONTINUING NEGLECT OF DUTIES.
5. FALSIFYING AND INFORMATION FOR LIBERTY CAD- (WORK COMPLETED, OVERTIME, ETC.)
6. UNAUTHORIZED ABSENSE AND REPEATED TARDINESS. ANY EMPLOYEE WHO IS ABSENT FOR THREE (3) CONSECUTIVE WORK-DAYS WITHOUT NOTIFYING HIS IMMEDIATE SUPERVISOR SHALL BE CONSIDERED TO HAVE AUTOMATICALLY RESIGNED.
7. CANCELLATION OF REGISTRATION WITH THE BOARD OF TAX PROFESSIONAL EXAMINERS.
8. FAILURE TO SATISFACTORILY COMPLETE OR PASS REQUIRED STATE PROPERTY TAX BOARD COURSES OR TEST.
9. USE OF ALCOHOLIC BEVERAGES ON DISTRICT PROPERTY OR REPORTING TO WORK WHEN UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES.
10. POSSESSION, SALE OR USE OF A CONTROLLED SUBSTANCE OTHER THAN A DRUG PRESCRIBED BY A PHYSICIAN. ANY EMPLOYEE FOUND TO BE SELLING OR DISTRIBUTING UNAUTHORIZED DRUGS WILL BE SUBJECT TO IMMEDIATE TERMINATION.
11. REFUSAL BY AN EMPLOYEE TO FOLLOW MANAGEMENT'S INSTRUCTIONS CONCERNING A JOB RELATED MATTER.

12. THEFT OR MISUSE OF DISTRICT PROPERTY OR OF ANOTHER EMPLOYEE'S PROPERTY.

RE: JURY DUTY

THE BOARD OF DIRECTORS OF THE LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT RECOGNIZES THE IMPORTANCE OF EMPLOYEES OF THE DISTRICT FULFILLING THEIR CIVIC RESONSIBILITIES BY PARTICIPATION IN JUDICAL PROCESS.

A PERMANENT EMPLOYEE OF THE DISTRICT WHO IS ABSENT IN ORDER TO PERFORM A REQUIRED SERVICE ON A JURY SHALL BE PAID HIS OR HER REGULAR RATE OF COMPENSATION.

RE: TRAVEL AND EXPENSE ALLOWANCE

EMPLOYEES OR BOARD MEMBERS MAY BE REIMBURSED FOR MEAL AND TRAVEL EXPENSES INCURRED WHILE TRAVELING OUTSIDE THE DISTRICT BOUNDARIES ON OFFICIAL BUSINESS SUBJECT TO THE APPROVAL OF THE CHIEF ADMINISTRATOR. NO PERMANENT EMPLOYEE, WHILE ON OFFICIAL BUSINESS, SHALL LEAVE THE BOUNDARIES OF THE APPRAISAL DISTRICT WITHOUT PRIOR APPROVAL OF CHIEF ADMINSTRATOR.

TRAVEL EXPENSES MUST BE REPORTED ON THE REPORT FORM PRESCRIBED BY THE CHIEF APPRAISER. ALL MONIES SPENT DURING AUTHORIZED TRAVEL MUST BE ACCOUNTED FOR WITH RECEIPTS. EXPENSES NOT SUPPORTED BY RECEIPTS MAY NOT BE REIMBURSED. AN EMPLOYEE OR BOARD MEMBER MAY NOT CLAIM REIMBURSEMENT FOR THE PURCHASE OF ALCOHOLIC BEVERAGES.

EMPLOYEES AND BOARD MEMBERS WHO TRAVEL OUTSIDE THE DISTRICT BY PERSONAL AUTO WILL BE REIMBURSED FOR MILEAGE, EXCEPT FOR THE CHIEF AND THE DEPUTY CHIEF ADMINISTRATOR WHO RECEIVE A CAR ALLOWANCE. TRAVEL MUST BE BY MOST DIRECT ROUTE FROM THE DISTRICT'S OFFICE. EMPLOYEES SHOULD TRAVEL TOGETHER IF FEASIBLE TO MINIMIZE EXPENSES.

STATEMENT OF POLICY

207

RE: INSURANCE

PREMIUMS FOR HOSPITALIZATION AND LIFE INSURANCE WILL BE PAID BY THE CENTRAL APPRAISAL DISTRICT FOR FULL TIME EMPLOYEES.

RE: SICK LEAVE

THE DISTRICT PROVIDES SICK LEAVE WITH PAY SO THAT AN EMPLOYEE WILL NOT BE SERIOUSLY HANDICAPPED FINANCIALLY IF HE/SHE IS UNABLE TO WORK BECAUSE OF ILLNESS.

SICK LEAVE WILL ACCRUE FOR ALL FULL-TIME EMPLOYEES OF THE CENTRAL APPRAISAL DISTRICT. PART-TIME EMPLOYEES AND TEMPORARY EMPLOYEES WILL NOT ACCRUE SICK LEAVE.

A FULL-TIME EMPLOYEE MUST HAVE BEEN EMPLOYED BY THE CENTRAL APPRAISAL DISTRICT 90 DAYS BEFORE SICK LEAVE CAN BE GRANTED. TIME ALLOWED PER ANNUM AS FOLLOWS:

90 DAYS TO 1 YEAR:	40 HOURS
1 YEAR TO 5 YEARS:	80 HOURS
5 YEARS ON:	160 HOURS

A WRITTEN SICK LEAVE REQUEST MUST BE MADE BY THE EMPLOYEE STATING THE REASON FOR THE ABSENCE AND APPROVED BY HIS/HER SUPERVISOR. THE EMPLOYEE MUST COMPLETE SAID REQUEST ON THE DAY HE/SHE RETURNS TO WORK. REQUEST FOR SICK LEAVE FOR A DOCTOR'S APPOINTMENT MUST HAVE PROOF OR DOCUMENTATION OF VISIT ATTACHED TO LEAVE REQUEST. ALSO, IF AN EMPLOYEE IS SICK FOR THREE (3) OR MORE CONSECUTIVE DAYS A DOCTOR'S EXCUSE INCLUDING A RELEASE TO RETURN TO WORK IS REQUIRED AND SHOULD BE ATTACHED TO THE EMPLOYEE'S REQUEST FOR SICK LEAVE. EMPLOYEES WHO EXHAUST ALL SICK LEAVE AND CONTINUE TO BE ABSENT, MUST USE ALL OF THEIR VACATION DAYS AND COMPENSATORY DAYS UNTIL ALL ARE EXHAUSTED.

EMERGENCY LEAVE WITH PAY NOT TO EXCEED A TOTAL OF FIVE (5) DAYS (40 HOURS) PER YEAR MAY BE GRANTED BY THE CHIEF ADMINISTRATOR TO FULL-TIME EMPLOYEES FOR THE FOLLOWING REASONS: ILLNESS IN THE IMMEDIATE FAMILY, MARRIAGE IN THE IMMEDIATE FAMILY, DEATH IN THE IMMEDIATE FAMILY, REQUIRED APPEARANCE IN COURT OF LAW INVOLVING NO MORAL TURPITUDE ON THE PART OF THE EMPLOYEE AND QUARANTINE. (IMMEDIATE FAMILY SHALL BE INTERPRETED AS: HUSBAND, WIFE, CHILD, SISTER, BROTHER, FATHER, MOTHER, GRANDMOTHER, GRANDFATHER, OR ANY OTHER

MEMBER OF THE FAMILY UNIT LIVING IN THE SAME HOUSEHOLD, NO MATTER WHAT DEGREE OF RELATIONSHIP.)

UNUSED SICK LEAVE MAY BE ACCUMULATED FROM YEAR TO YEAR FOR A MAXIMUM OF 400 HOURS. UNUSED EMERGENCY LEAVE DAYS SHALL NOT BE CREDITED AT THE END OF THE FISCAL. EMPLOYEES SHALL NOT BE REIMBURSED FOR UNUSED SICK LEAVE UPON SEPARATION OR RETIREMENT. UPON EXHAUSTING OF SICK LEAVE, A FULL-TIME EMPLOYEE CAN BE PLACED ON LEAVE OF ABSENCE WITHOUT PAY OR BENEFITS, EXCEPT INSURANCE INCLUDING HEALTH, LIFE, AND DENTAL FOR A PERIOD NOT TO EXCEED THREE (3) MONTHS, IF APPROVED BY THE CHIEF ADMINISTRATOR.

STATEMENT OF POLICY

208A

RE: SICK LEAVE BANK

THE PURPOSE OF THE SICK LEAVE BANK IS TO PROVIDE ADDITIONAL SICK HOURS TO A FULL TIME EMPLOYEE WHO HAS EXHAUSTED THEIR OWN SICK LEAVE DUE TO INCAPACITATING /CATASTROPHIC ILLNESS OR INJURY. THIS POLICY ONLY APPLIES TO MEMBERS OF THE SICK LEAVE BANK.

ELIGIBLE INJURY OR ILLNESS SHALL INCLUDE:

- (1) ANY ILLNESS OR INJURY CERTIFIED BY A LICENSED MEDICAL PHYSICIAN TO BE A LIFE THREATENING CONDITION; OR
- (2) AS CERTIFIED BY A LICENSED MEDICAL PHYSICIAN, ANY CONDITION OF A EXTREMELY SERIOUS NATURE THAT COULD WORSEN OR BECOME LIFE THREATENING IF TREATMENT IS DELAYED; OR
- (3) A NON-ELECTIVE SURGERY THAT MUST OCCUR IMMEDIATELY AS CERTIFIED BY A LICENSED MEDICAL PHYSICIAN

INELIGIBLE INJURY OR ILLNESS SHALL INCLUDE:

- (1) MINOR ACCIDENTS, SELF-INFLICTED INJURY OR INJURY RESULTING FROM THE COMMISSION OF A CRIME; OR
- (2) ON THE JOB INJURY OR ILLNESS FOR WHICH THE DISTRICT'S WORKER'S COMPENSATION BENEFITS ARE PROVIDED; OR
- (3) PREGNANCY AND NORMAL DELIVERY WITH THE EXCEPTION OF LIFE THREATENING MEDICAL CONDITIONS; OR
- (4) ELECTIVE SURGERY OR SURGERY NOT DEEMED CRITICAL OR LIFE THREATENING; OR
- (5) CHRONIC HEALTH PROBLEMS OR CONDITIONS NOT DEEMED CRITICAL OR LIFE THREATENING; OR
- (6) PRE-EXISTING CONDITIONS KNOWN TO EXIST BY EMPLOYEE ON OR BEFORE THE DATE OF JOINING THE SICK LEAVE BANK, EXCEPT FOR EMPLOYEES JOINING THE POOL BY JANUARY 31, 2006.
- (7) ANY OTHER HEALTH CONDITION WHICH DOES NOT MEET THE CRITERIA OF ELIGIBLE INJURY OR ILLNESS.

ALL DISTRICT PERSONNEL SHALL BE ELIGIBLE FOR MEMBERSHIP IF THEY HAVE BEEN A FULL TIME EMPLOYEE FOR ONE (1) OR MORE YEARS. THE MEMBERSHIP YEAR SHALL BE THE CALENDAR YEAR. TO JOIN AN EMPLOYEE MUST DONATE A

MINIMUM OF 10 HOURS OF SICK LEAVE PER CALENDAR YEAR TO THE SICK LEAVE POOL. THE OPEN ENROLLMENT PERIOD WILL BE RESTRICTED TO THE MONTH OF JANUARY OF EACH CALENDAR YEAR. ALL DAYS DONATED BECOME THE PROPERTY OF THE DISTRICT'S LEAVE BANK AND CANNOT BE RETURNED EVEN UPON CANCELLATION OF MEMBERSHIP.

SICK LEAVE DAYS MAY BE REQUESTED FROM THE BANK ONLY BY A FULL TIME EMPLOYEE BELONGING TO THE SICK LEAVE BANK AFTER THE EMPLOYEE HAS EXHAUSTED ALL PERSONAL LEAVE, SICK LEAVE, COMPENSATORY LEAVE AND ACCRUED VACATION DAYS. THE EMPLOYEE WILL NOT BE REQUIRED TO REPAY ANY LEAVE RECEIVED FROM THE BANK UNLESS THE LEAVE IS OBTAINED BY FRAUD OR FALSIFICATION OF CIRCUMSTANCE.

A MEMBER REQUESTING HOURS MUST SUBMIT THE FOLLOWING FORMS TO THE CHIEF APPRAISER:

- (1) REQUEST FOR HOURS FORM
- (2) CERTIFICATION OF HEALTH CARE PROVIDER

THE CHIEF APPRAISER WILL APPOINT TWO EMPLOYEES ANNUALLY TO SERVE WITH THE CHIEF APPRAISER ON THE SICK LEAVE BANK COMMITTEE WHICH WILL CONSIDER REQUEST FROM ELIGIBLE EMPLOYEES FOR SICK LEAVE FROM THE BANK. IN ADDITION TO THE CRITERIA FOR ELIGIBLE ILLNESS OR INJURY THE COMMITTEE WILL CONSIDER THE FOLLOWING IN GRANTING SICK LEAVE;

- (1) THE SEVERITY OF THE INCAPACITY SHOULD BE OF SUCH MAGNITUDE THAT THE EMPLOYEE IS PREVENTED FROM PERFORMING THEIR DUTIES FOR AN EXTENDED PERIOD OF TIME. LEAVE SHOULD BE GRANTED TO FILL A NEED AND NOT FOR MERE CONVENIENCE OF AN EMPLOYEE.
- (2) THE EMPLOYEE'S STEWARDSHIP OF PERSONAL LEAVE RESOURCES. DONATED LEAVE MAY NOT BE APPROPRIATE FOR EMPLOYEES WHO ROUTINELY SQUANDER PERSONAL LEAVE. ATTENDANCE RECORDS AND USE/ABUSE OF SICK LEAVE PRIOR TO THE INCAPACITY WILL BE CONSIDERED.
- (3) THE RESOURCES OF THE BANK ARE AVAILABLE TO PREVENT HARDSHIP ON EMPLOYEES AND SHALL NOT BE CONSIDERED A RIGHT OR BENEFIT OF EMPLOYMENT.
- (4) ANNUAL GRANTS TO A SINGLE EMPLOYEE ARE LIMITED TO 400 HOURS PER CALENDAR YEAR. UNUSED LEAVE SHALL BE RETURNED TO THE BANK. NEITHER THE EMPLOYEE NOR THEIR ESTATE OR HEIRS HAVE ANY CLAIM TO REIMBURSEMENT FOR UNUSED GRANTED LEAVE.

THE AVAILABILITY OF LEAVE FROM DONATIONS WILL NOT PREVENT THE DISTRICT FROM TERMINATING OR SUSPENDING ANY EMPLOYEE AT ANY TIME WITH OR WITHOUT REASON OR CAUSE.

REVISED 1/24/08

Membership Application
Sick Leave Bank
Liberty County Central Appraisal District

A response is necessary only if an employee wishes to join.

I have read the Sick Leave Bank Policy #208A and desire to participate by donating to the Bank _____ Hours of my accrued sick leave.

I understand that these _____ hours, once donated to the Bank to become a member, will be subtracted from my accrued local sick leave hours available. All donations to the Bank become the property of the Bank and cannot be returned even upon cancellation of membership.

My authorization to place _____ Hours of sick leave in the District's Sick Leave Bank and deduct those hours from my accumulated sick leave is verified by my signature and the information below:

Employee: _____
(Please print full name)

Social Security No.: _____

Length of Time Employed by the District: _____ **Years**

Signature: _____ **Date:** _____

Please return this form to the Administrative Supervisor.

Request for Hours
Sick Leave Bank
Liberty County Central Appraisal District

Name: _____ Date: _____

Address: _____ Zip Code: _____

Social Security No.: _____

Length of time employed by the District: Years _____

I have been a member of the Sick Leave Bank since (date) _____

Number of sick leave hours requested:

Number of hours requested from the Bank: _____

Sick Leave Bank Hours should begin: _____
Month Day Year

(The maximum number of hours allowed per enrollment year per member is 400 Hours)

Please describe the illness or injury for which the sick hours are requested. _____

Approval status (action taken by Board of Directors)

Approved for _____ hours

Not Approved

Other _____

Signature of Chief Appraiser

Date

Liberty County Central Appraisal District
Liberty, Texas

PERSONAL LEAVE POOL
ATTENDING PHYSICIAN'S STATEMENT

EMPLOYEE:

LAST NAME	FIRST	MI	SS#
LOCATION			POSITION
Authorization to release for purpose of determining eligibility for benefits. I hereby authorize Liberty County Appraisal District Personal Leave Pool to receive from and /or provide medical practitioners, medically-related facilities, insurance companies, or my employer, information as to any physical condition of myself relating to this claim. I know that I have a right to receive a copy of this authorization. I agree a photographic copy as valid as the original.			EMPLOYEE SIGNATURE:
			PHONE NUMBER:
			DATE:

Describe in lay terms the nature of illness or injury:

Explain the short-term and long term prognosis:

Would you categorize this person's illness as catastrophic?

Give dates of treatments:

Give dates hospitalized, if any, and name and address of hospital:

Name of hospital _____ Date admitted _____

Address of hospital _____ Date discharged _____

To your knowledge, what is the earliest date this patient was diagnosed for this condition?

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Is condition due to a pregnancy? Yes No

Is patient still under your care? Yes No

As you understand the patient's job responsibilities with the District, from your professional assessment of the patient's current condition, can you recommend that this person return to work at this time to perform the regular job assignment? Yes No

How long was or will patient be unable to work? _____

Anticipate date patient can return to work: _____

Has patient had same or similar condition in the past? Yes No

If "yes", state when and describe:

Date

Signature of Physician

Type or Print Physician's Name

Address

City

State

Zip

RE: MATERNITY LEAVE

ABSENCE DUE TO PREGNANCY SHALL BE HANDLED AS ANY OTHER SICK LEAVE, WITH THE PREGNANT FULL-TIME EMPLOYEE BEING ENTITLED TO THE BENEFITS PROVIDED UNDER THE DISTRICT'S SICK LEAVE PLAN.

RE: VACATION

EACH FULL-TIME EMPLOYEE WILL ACCRUE VACATION AT A RATE OF TWO (2) WEEKS PER YEAR OF EMPLOYMENT FOR YEARS ONE (1) THROUGH TEN (10) AND THREE (3) WEEKS PER YEAR AFTER TEN (10) YEARS OF PERMANENT EMPLOYMENT.

FULL-TIME EMPLOYEES TRANSFERRING FROM LIBERTY COUNTY OR OTHER TAXING UNITS WITHIN THE DISTRICT, TIME IN SERVICE WILL BE CONSIDERED TOWARD VACATION ELIGIBILITY.

FULL-TIME EMPLOYEES TRANSFERRING FROM OTHER APPRAISAL DISTRICTS SHALL BE GIVEN TIME IN SERVICE TOWARD VACATION ELIGIBILITY AT THE DISCRETION OF THE CHIEF ADMINISTRATOR.

VACATION LEAVE MUST BE APPROVED BY THE CHIEF ADMINISTRATOR AND SHALL NOT BE TAKEN DURING THE FIRST SIX (6) MONTHS OF EMPLOYMENT.

FULL-TIME EMPLOYEES WHO HAVE COMPLETED AT LEAST TWELVE (12) MONTHS OF CONSECUTIVE SERVICE WITH THE CENTRAL APPRAISAL DISTRICT SHALL BE PAID FOR ACCRUED VACATION LEAVE UPON SEPERATION UP TO 30 DAYS, PROVIDING IT HAS BEEN PROPERLY REPORTED TO THE CHIEF ADMINISTRATOR.

EMPLOYEES WILL BE ALLOWED TO CARRY THIRTY (30) DAYS OR 240 HOURS OF UNUSED VACATION OVER FROM ONE YEAR TO THE NEXT YEAR. UNUSED ACCRUED VACATION IN EXCESS OF THIRTY (30) DAYS OR 240 HOURS CANNOT BE CARRIED FORWARD AND WILL NOT BE REIMBURSED.

*REVISED DECEMBER 12, 1994
APPROVED: FEBRUARY 22, 1995*

RE: HOLIDAYS

THE DISTRICT WILL OBSERVE THE SAME HOLIDAYS AS LIBERTY COUNTY WITH THE EXCEPTION OF ELECTION DAYS. EACH FULL-TIME EMPLOYEE WILL BE ALLOWED A DAY OFF WITH PAY ON HIS OR HER BIRTHDAY.

RE: RETIREMENT

ALL PERMANENT EMPLOYEES OF THE CENTRAL APPRAISAL DISTRICT WILL BECOME MEMBERS OF THE TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM AND ALL RETIREMENTS WILL BE IN ACCORDANCE WITH THE SYSTEM'S POLICIES AND PROCEDURES.

RE: TRAINING AND EDUCATION

SECTIONS 5.04 TEXAS PROPERTY TAX CODE

- (A) THE COMPTROLLER SHALL CONSULT AND COOPERATE WITH THE BOARD OF TAX PROFESSIONAL EXAMINERS, OR ANY SUCCESSOR AGENCY RESPONSIBLE FOR CERTIFYING TAX PROFESSIONALS IN THIS STATE, IN SETTING STANDARDS FOR AND APPROVING CURRICULA AND MATERIALS FOR USE IN TRAINING AND EDUCATING APPRAISERS AND ASSESSOR-COLLECTORS, AND THE COMPTROLLER MAY COOPERATE WITH THE BOARD OR WITH OTHER PUBLIC AGENCIES, EDUCATIONAL INSTITUTIONS OR PRIVATE ORGANIZATIONS IN SPONSORING COURSES OF INSTRUCTION AND TRAINING PROGRAMS.

- (B) AN APPRAISAL DISTRICT SHALL REIMBURSE AN EMPLOYEE OF THE APPRAISAL OFFICE FOR ALL ACTUAL AND NECESSARY EXPENSES, TUITION AND OTHER FEES AND COST OF MATERIALS INCURRED IN ATTENDING, WITH APPROVAL FROM THE CHIEF APPRAISER, A COURSE OR TRAINING PROGRAM SPONSORED OR APPROVED BY THE BOARD OF TAX PROFESSIONAL EXAMINERS (BPTE).

LOCAL POLICY

THE CHIEF APPRAISER IS AUTHORIZED TO APPROVE REIMBURSEMENTS FOR ALL ACTUAL AND NECESSARY EXPENSES, TUITION AND OTHER FEES, AND COST OF MATERIALS INCURRED IN ATTENDING A COURSE OR TRAINING PROGRAM SPONSORED OR APPROVED BY THE BOARD OF TAX PROFESSIONAL EXAMINER (BPTE) UNDER THE FOLLOWING RESTRICTIONS:

- A. REQUEST FOR REIMBURSEMENT MUST BE FILED BY AN EMPLOYEE WHO ATTENDS AN AUTHORIZED TRAINING COURSE ON A FORM APPROVED AND PROVIDED BY THE CHIEF ADMINISTRATOR; AND

- B. RECEIPTS FOR EACH EXPENSE ITEM SHOULD BE ATTACHED TO THE REIMBURSEMENT REQUEST; AND

- C. THE CHIEF ADMINISTRATOR MUST DETERMINE EACH EXPENSE TO BE A NECESSARY EXPENSE FOR SUCH TRAINING.

NOT WITHSTANDING THE ABOVE, REIMBURSEMENT FOR EXPENSES INCURRED BY AN EMPLOYEE FOR ATTENDING A TRAINING COURSE OR

SEMINAR AUTHORIZED BY THE CHIEF APPRAISER BUT NOT REQUIRED BY THE BPTC TO SIT FOR THE LEVEL III OR LEVEL IV RPA/RTA EXAM (EXAMPLE-RPA REVIEW COURSE, LEGAL SEMINARS, ETC) SHOULD BE PAID ONLY UPON THE AGREEMENT WITH THE EMPLOYEE THAT SAID REIMBURSEMENT WILL BE SUBJECT TO OFFSET OR RETURN IF THE EMPLOYEE RESIGNS WITHIN SIX (6) MONTHS OF ATTENDING SUCH COURSE OR SEMINAR.

RE: INCENTIVE RAISES

EMPLOYERS REGISTERED WITH THE BOARD OF TAX PROFESSIONAL EXAMINERS AS APPRAISERS WILL BE GIVEN INCENTIVE RAISES AT CERTAIN LEVELS FOR COMPLETION OF EDUCATING AND TESTING REQUIRED FOR ADVANCEMENT TO THAT LEVEL. THESE RULES WILL BE GIVEN AS FOLLOWS:

FIELD OF APPRAISAL

COMPLETION OF REQUIREMENTS- CLASS III	10% OF GROSS ANNUAL SALARY
COMPLETION OF REQUIREMENTS- CLASS IV	10% OF GROSS ANNUAL SALARY
COMPLETION OF COURSES INCLUDING EXAM REQUIRED AND APPROVED BY CHIEF APPRAISER	\$500.00/ COURSE

UPDATED 5/9/03

RE: PROBATIONARY PERIOD

DURING THE FIRST SIX (6) MONTHS OF EMPLOYMENT, ALL NEW EMPLOYEES WILL BE OBSERVED IN THE PERFORMANCE OF THEIR ASSIGNED DUTIES AND WILL BE CONSIDERED EMPLOYED ON A TRIAL BASIS. AT THE END OF THIS SIX (6) MONTH PROBATIONARY PERIOD, THE NEW EMPLOYEE'S IMMEDIATE SUPERVISOR WILL SUBMIT A PERFORMANCE REPORT ON, BUT NOT LIMITED TO, THE EMPLOYEE'S ATTITUDE TOWARD THE JOB, INITIATIVE, ATTENDANCE, JUDGEMENT, PUBLIC RELATIONS, APPEARANCE, DEPENDABILITY, AND PROFESSIONALISM. THIS REPORT WILL STATE WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY OR UNSATISFACTORY, AND IF HIS CONTINUED EMPLOYMENT IS RECOMMENDED. THE REPORT WILL BECOME A PART OF THE EMPLOYEE'S PERMANENT PERSONNEL FILE. AFTER THE PROBATIONARY REQUIREMENT IS MET THE EMPLOYEE WILL BE EVALUATED ON AN ANNUAL BASIS.

THE PRIMARY PURPOSE OF THIS PROBATIONARY PERIOD IS TO ALLOW A REASONABLE PERIOD OF TIME FOR EMPLOYEES TO ADJUST TO NEW WORKING CONDITIONS AND JOB DUTIES. DURING THIS PERIOD, EITHER THE EMPLOYEE MAY DECIDE HE/SHE IS UNHAPPY WITH HIS/HER JOB OR THE EMPLOYER MAY DETERMINE THE EMPLOYEE IS NOT SUITED FOR THE PARTICULAR JOB.

RE: TELEPHONE CALLS

THE DISTRICT'S TELEPHONE LINES MUST BE KEPT AVAILABLE FOR BUSINESS USE. EVERY EFFORT SHOULD BE MADE TO LIMIT THE DURATION OF PERSONAL PHONE CALLS AND TO RESTRICT THESE PERSONAL CALLS TO EXCHANGES OF IMPORTANT INFORMATION WITH FRIENDS AND RELATIVES. EMPLOYEES ARE RESPONSIBLE FOR REIMBURSING THE DISTRICT FOR ALL PERSONAL LONG DISTANT CALLS OR FAXES.

RE: OVERTIME

THE DISTRICT'S NORMAL FLEX TIME WORK WEEK BEGINS AT 7:00 A.M. ON MONDAY AND ENDS AT 6:00 P.M. ON FRIDAY.

ALL FULL-TIME SALARIED EXEMPT EMPLOYEES WILL RECEIVE COMPENSATORY TIME OFF EQUAL TO ACTUAL OVERTIME HOURS WORKED. NON-EXEMPT EMPLOYEES WILL RECEIVE COMPENSATORY TIME OFF AT A RATE OF ONE AND A HALF TIMES ACTUAL OVERTIME HOURS WORKED IN EXCESS OF 40 HOURS PER WEEK.

ONLY 20 HOURS OF COMPENSATORY TIME OFF MAY BE CARRIED OVER FROM ONE (1) YEAR TO THE NEXT. ANY COMPENSATORY TIME AN EMPLOYEE HAS OVER 20 HOURS AS OF JANUARY 1 OF EACH YEAR WILL BE LOST. IN ADDITION, ANY COMPENSATORY TIME ACCRUED BUT NOT TAKEN BY THE DATE OF TERMINATION WILL NOT BE REIMBURSED.

UNDER CIRCUMSTANCES WHERE UNUSUAL AMOUNTS OF OVERTIME MAY BE REQUIRED TO MEET A DEADLINE, PAID OVERTIME MAY BE GRANTED EMPLOYEES AT THE DISCRETION OF THE CHIEF ADMINISTRATOR.

ALL OVERTIME WORK MUST BE ASSIGNED BY SUPERVISORY PERSONNEL AND APPROVED BY THE CHIEF APPRAISER PRIOR TO THE EMPLOYEE WORKING.

RE: RESIGNATION

TO RESIGN IN GOOD STANDING, FULL-TIME EMPLOYEES SHOULD SUBMIT RESIGNATION AT LEAST TWO (2) WEEKS BEFORE LEAVING, GIVING REASONS FOR RESIGNING. IN THE EVENT THAT AN EMERGENCY SITUATION PREVENTS AN EMPLOYEE FROM GIVING THE PRESCRIBED NOTICE, HE/SHE MAY SUBMIT A REQUEST IN WRITING FOR A WAIVER TO A SUPERVISOR, OUTLINING THE REASONS FOR THE FAILURE TO PROVIDE SUCH NOTICE. APPROVAL OF SUCH REQUEST BY THE SUPERVISOR AND CHIEF APPRAISER WILL CAUSE THE EMPLOYMENT RECORD TO REFLECT THAT HE/SHE LEFT IN GOOD STANDING INsofar AS THE RESIGNATION IS CONCERNED. FAILURE TO GIVE PROPER NOTICE RESIGNATION, UNLESS WAIVED AS STATED ABOVE, COULD PREVENT AN EMPLOYEE FROM BEING REHIRED BY THE DISTRICT.

EXIT INTERVIEW

WHEN AN EMPLOYEE TERMINATES, WHETHER BY RESIGNATION OR DISMISSAL, HE OR SHE SHOULD PARTICIPATE IN A CONFIDENTIAL EXIT INTERVIEW WHENEVER POSSIBLE. DURING THIS INTERVIEW, HE/SHE IS ENCOURAGED TO MAKE CONSTRUCTIVE COMMENTS AND SUGGESTIONS CONCERNING HIS/HER WORK EXPERIENCE. THIS INFORMATION IS VALUABLE IN MAKING THE LIBERY COUNTY APPRAISAL DISTRICT A BETTER WORK PLACE.

FINAL PAYCHECK

UPON TERMINATION, THE NET AMOUNT OF ANY EARNINGS PAYABLE TO THE EMPLOYEE IS APPLIED TO THE FINAL PAYCHECK. FINAL PAYCHECKS MAY BE PICKED UP AT THE DISTRICT OFFICE IN ACCORDANCE WITH THE STANDARD PAY SCHEDULE, OR BE MAILED TO A DESIGNATED ADDRESS.

NO FINAL PAYCHECK WILL BE ISSUED TO ANYONE WHO HAS NOT RETURNED ALL DISTRICT PROPERTY OR EQUIPMENT WHICH HAS BEEN ISSUED, INCLUDING IDENTIFICATION BADGES, KEYS, ETC.

STATEMENT OF POLICY

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RE: PERSONAL APPEARANCE

DUE TO OUR CONSTANT CONTACT WITH THE PUBLIC, ALL LCCAD PERSONNEL ARE EXPECTED TO DRESS BUSINESS CASUAL DURING NORMAL BUSINESS HOURS.

THE DEFINITION OF BUSINESS CASUAL MEANS DRESSING LESS FORMALLY THAN FULL BUSINESS ATTIRE, BUT NOT AS CASUAL AS LEISURE WEAR (I.E., NO SHORTS, CROP TOPS, SWEAT SUITS, ETC.) THIS POLICY PROVIDES AN OPPORTUNITY FOR ALL EMPLOYEES TO ENJOY A MORE RELAXED DRESS WHILE CONTINUING TO REPRESENT LCCAD IN A PROFESSIONAL MANNER.

PLEASE KEEP IN MIND THAT THE IMAGE YOU PRESENT IS OF SIGNIFICANT IMPORTANCE TO THE PUBLIC AND WE, THEREFORE, NEED TO EXERCISE GOOD JUDGMENT WHEN DRESSING BUSINESS CASUAL.

WE EXPECT EVERYONE TO ADHERE TO THIS POLICY IN A POSITIVE AND PROFESSIONAL MANNER. THE FOLLOWING IS A LIST OF APPROPRIATE AND INAPPROPRIATE BUSINESS CASUAL ATTIRE.

WOMEN – APPROPRIATE

BLAZERS

DRESSES

BLOUSES (APPROPRIATE)

SKIRTS (APPROPRIATE LENGTH)

SWEATERS

PANTS / CAPRIS / GAUCHOS (DRESS & CASUAL)

WOMAN CASUAL DAY ONLY

DENIM CLOTHING

TENNIS SHOES

WOMEN - UNEXCEPTABLE

NO BARE SHOULDER CLOTHING

SHORTS OF ANY LENGTH

T-SHIRTS WITHOUT JACKET

CROP TOPS / MIDRIFF TOPS

TANK/TUBE TOPS

SWEAT PANTS / LEGGINGS

FLIP-FLOPS

TORN CLOTHING

FADED CLOTHING

NO SEE THROUGH CLOTHING

HATS

MEN – APPROPRIATE

COATS (SPORT/BLAZERS)

DRESS & CASUAL PANTS

SHIRTS (WITH TAILS MUST BE TUCKED IN)

SPORT JACKET

MEN CASUAL DAY ONLY

DENIM BLUE JEANS

TENNIS SHOES

MEN-UNEXCEPTABLE

SHORTS

T-SHIRTS WITHOUT JACKET OR TANK TOPS

SWEAT PANTS/SUITS

FLIP-FLOPS

OVERALLS

JUMPSUITS

TORN CLOTHING

FADED CLOTHING

HATS

AT NO TIME WILL CLOTHING WITH INAPPROPRIATE WRITING OR SAYINGS BE ACCEPTED. MEN MUST BE CLEAN SHAVEN AND HAIR CLEAN AND NEAT. BEARDS AND MUSTACHES ARE ACCEPTABLE IF TRIMMED AND NEAT. IF YOU ARE NOT DRESSED/GROOMED APPROPRIATELY, YOUR SUPERVISOR RESERVES THE RIGHT TO REQUEST YOU MAKE THE NECESSARY CHANGES TO YOUR DRESS ATTIRE. EMPLOYEE MUST TAKE LEAVE TIME TO MAKE NECESSARY CHANGES.

- ❖ FIELD APPRAISERS – MAY WEAR JEANS, TENNIS SHOES, HATS, OR SUNGLASSES ON DAYS THEY WILL BE WORKING IN THE FIELD. BUSINESS CASUAL ATTIRE REQUIRED IN THE OFFICE.

- ❖ BUSINESS PERSONAL PROPERTY APPRAISERS - BUSINESS CASUAL ATTIRE.

IF YOU ARE IN DOUBT OF AN ARTICLE OF CLOTHING, DO NOT WEAR IT!

THE CHIEF APPRAISER MAY AUTHORIZE DEVIATIONS FROM THE DRESS CODE FOR SEASONAL OR SPECIAL EVENTS (I.E. HALLOWEEN, FOOTBALL SEASON, ETC)

REVISED 1-22-09

RE: PERSONAL VEHICLES-LIABILITY INSURANCE/COMPENSATION

PROOF OF LIABILITY INSURANCE IS REQUIRED BY ALL EMPLOYEES WHO USE THEIR PERSONAL VEHICLES IN THE PERFORMANCE OF APPRAISAL DISTRICT BUSINESS.

EMPLOYEES WILL BE REIMBURSED FOR PERSONAL USE OF THEIR VEHICLE AT THE RATE ALLOWED BY THE IRS.

RE: INCENTIVE PAY

LONGEVITY PAY MAY BE PAID TO ALL FULL TIME EMPLOYEES WHO HAVE COMPLETED ONE (1) FULL YEAR OF CONTINUOUS SERVICE, DEPENDING ON AVAILABILITY OF FUNDS IN THE ANNUAL BUDGET AS DETERMINED BY THE CHIEF APPRAISER. LONGEVITY PAY IS EARNED AND AWARDED ANNUALLY AND IS NOT OTHERWISE PRORATED OR COMPENSABLE UPON TERMINATION OF EMPLOYMENT.

LONGEVITY PAY WILL BE GOVERNED BY THE FOLLOWING PROVISIONS:

1. LONGEVITY PAY WILL BE PAID ANNUALLY IN A LUMP-SUM PAYMENT WHICH IS DISBURSED IN DECEMBER OF THE CALENDER YEAR IN WHICH IT WAS EARNED AS EACH BUDGET PERMITS AND IS INCLUSIVE OF RETIREMENT, WITHHOLDING AND MEDICARE TAX.
2. QUALIFYING EMPLOYEES WILL BE PAID EIGHT DOLLARS (\$8.00) PER MONTH FOR EACH YEAR OF CONTINUOUS SERVICE, SUBJECT TO AVAILABILITY OF FUNDS IN THE ANNUAL BUDGET.

DEPENDING ON AVAILABILTY OF FUNDS IN THE ANNUAL BUDGET AS DETERMINED BY CHIEF APPRAISER, FULL TIME EMPLOYEES MAY SELL UNUSED SICK LEAVE HOURS IN EXCESS OF FIFTY PERCENT (50%) OF THE NUMBER OF HOURS ACCRUED FOR THE CURRENT YEAR ONLY. SICK LEAVE ACCRUED OR CARRIED OVER FROM PREVIOUS YEARS MAY NOT BE SOLD. THE CHIEF APPRAISER MAY WAIVE THE 50% RULE FOR EMPLOYEES WHO WILL IN THE CURRENT YEAR EXCEED THE MAXIMUM ALLOWED SICK LEAVE CARRY OVER. EMPLOYEES WHO ELECT TO SELL EXCESS SICK HOURS FOR THE CURRENT YEAR ONLY WILL BE REIMBURSED AT A RATE OF SEVEN (\$7.00) DOLLARS PER UNUSED SICK HOUR. THIS SICK LEAVE IS INCLUSIVE OF RETIERMENT, WITHHOLDING AND MEDICARE TAX AND WILL BE PAID ANNUALLY IN A LUMP-SUM PAYMENT IN DECEMBER. SICK LEAVE PAY IS NOT PRORATED OR COMPENSABLE UPON TERMINATION OF EMPLOYMENT.

REVISED 02-07

RE: ELECTRONIC SYSTEMS

THE DISTRICT MAY PROVIDE ELECTRONIC SYSTEMS FOR USE BY THE DISTRICT'S EMPLOYEES IN PERFORMANCE OF THEIR OFFICIAL DUTIES. ELECTRONIC SYSTEMS INCLUDE COMPUTERS, TELEPHONES, FAX MACHINES, CELL PHONES, INTERNET COMMUNICATIONS EQUIPMENT, AND RELATED SOFTWARE. EMPLOYEES SHOULD UNDERSTAND THAT MOST COMMUNICATIONS USING DISTRICT EQUIPMENT AND SOFTWARE CONSTITUTE OFFICIAL RECORDS UNDER THE OPEN RECORDS ACT AND MAY BE AVAILABLE TO THE PUBLIC. THEREFORE, EMPLOYEES NEED TO BE PROFESSIONAL AND PRUDENT IN USING THE DISTRICTS ELECTRONIC SYSTEMS FOR SENSITIVE COMMUNICATIONS.

IN GENERAL, INCIDENTAL AND OCCASIONAL PERSONAL USE OF THE DISTRICT'S ELECTRONIC SYSTEMS IS PERMITTED. HOWEVER, PERSONAL USE IS PROHIBITED IF IT:

1. INTERFERES WITH THE USER'S OR ANOTHER EMPLOYEES PRODUCTIVITY OR WORK PERFORMANCES;
2. ADVERSELY AFFECTS THE OPERATION OF THE DISTRICT;
3. THE USE VIOLATES ANY PROVISION OF APPLICABLE LAW OR DISTRICT POLICY;
4. THE PERSONAL TASK INCURS ANY ADDITIONAL EXPENSE TO THE DISTRICT NOT REIMBURSED; OR
5. THE USE INVOLVES THE SENDING, ACCESSING OR DOWNLOADING PORNOGRAPHIC, FRAUDULENT, DISCRIMINATORY OR OTHER UNLAWFUL MESSAGES OR IMAGES.

IN ADDITION, CONTINUOUS EXCESSIVE LEVEL OF PERSONAL RELATED USE OF ELECTRONIC SYSTEMS IS A BASIS FOR DISCIPLINARY ACTION. THE DISTRICT'S ADMINISTRATION MAY WHEN DEEMED APPROPRIATE MONITOR ELECTRONIC MAIL, VOICE MAIL, AND OTHER INTERNET COMMUNICATIONS FOR COMPLIANCE WITH THE DISTRICT'S RULES AND POLICIES. VOICE AND EMAIL COMMUNICATIONS USING THE DISTRICT'S ELECTRONIC SYSTEMS ARE NOT PRIVATE AND THERE SHOULD BE NO EXPECTATION OF PRIVACY FOR ANY COMMUNICATION.

MISUSE OF THE DISTRICT'S ELECTRONIC SYSTEMS MAY RESULT IN THE REVOCATION OF THE EMPLOYEE'S USE OF E-MAIL, INTERNET, VOICE MAIL, OR CELL PHONES AND/OR OTHER DISCIPLINARY ACTION INCLUDING DISMISSAL.

ISSUED ON 02/28/08

RE: ATTENDANCE AND PUNCTUALITY

THE APPRAISAL DISTRICT OPERATES ON A TEN (10) HOUR WORKDAY.

ALL EMPLOYEES ARE EXPECTED TO BE PROMPT IN ARRIVING AT WORK AT THE BEGINNING OF THE DAY AND FROM LUNCH. A TAXPAYER OR ANY MEMBER OF THE PUBLIC SHOULD BE ABLE TO CALL OR VISIT THE OFFICE ANYTIME BETWEEN 7:00 AM AND 6:00PM AND EXPECT THE ASSISTANCE OF AN EMPLOYEE.

ABSENCES FROM WORK

ABSENCE FROM SCHEDULED WORK, WHETHER “APPROVED” OR “DISAPPROVED”, CAN BE DETRIMENTAL TO THE QUALITY OF WORK PRODUCED BY THE DISTRICT. THIS MAY CAUSE UNDUE HARDSHIP ON CO-WORKERS AND, THEREFORE, MUST BE CONTROLLED. EVEN EXCUSED ABSENCES CREATE PROBLEMS IF THEY BECOME TOO FREQUENT.

PROPER NOTIFICATION IS DEFINED AS CALLING YOUR IMMEDIATE SUPERVISOR AT THE BEGINNING OF THE WORKDAY. YOU ARE TO CALL PERSONALLY RATHER THAN HAVE SOMEONE CALL FOR YOU WHENEVER POSSIBLE.

WHEN REPORTING BACK TO WORK AFTER EITHER AN EXCUSED OR UNEXCUSED ABSENCE, EMPLOYEES WILL REPORT TO THEIR SUPERVISOR BEFORE BEGINNING WORK.

TARDINESS

PUNCTUALITY IS VERY IMPORTANT, AND EMPLOYEES MUST UNDERSTAND THAT BEING PUNCTUAL IS A REQUIREMENT THAT THE LIBERTY COUNTY APPRAISAL DISTRICT TAKES VERY SERIOUSLY.

A TARDY IS ONE (1) TO FIFTEEN (15) MINUTES MORE THAN FIFTEEN (15) MINUTES WILL BE CONSIDERED AN ABSENCE AND WILL REQUIRE A LEAVE REQUEST FOR VACATION OR COMPENSATORY TIME. AFTER TWO (2) TARDIES THE EMPLOYEE MAY BE PLACED ON THREE (3) MONTHS PROBATION. DURING THE PROBATIONARY PERIOD, ANY ADDITIONAL TARDIES MAY SUBJECT THE EMPLOYEE TO BEING REASSIGNED TO A 8:00AM TO 5:00PM WORK SCHEDULE.

IF AN EMPLOYEE IS EXPERIENCING SOME UNUSUAL OR EMERGENCY SITUATION, HE/SHE SHOULD CALL HER/HIS SUPERVISOR BEFORE WORKING HOURS TO ALLOW THE SUPERVISOR TO MAKE ARRANGEMENTS TO COVER THE ABSENCE OF THE EMPLOYEE.

FREQUENT ABSENCE AND TARDINESS

FREQUENT ABSENCES OR TARDINESS SHALL MAKE AN EMPLOYEE SUBJECT TO DISCIPLINARY MEASURES, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

ABANDONMENT OF POSITION

AN EMPLOYEE WHO DOES NOT REPORT FOR WORK FOR THREE CONSECUTIVE SCHEDULED WORK DAYS, AND WHO FAILS TO NOTIFY THE CHIEF APPRAISER MAY BE CONSIDERED TO HAVE RESIGNED HIS/HER POSITION BY ABANDONMENT.