

LLANO CENTRAL APPRAISAL DISTRICT

PERSONNEL POLICY

ADOPTED BY:

LLANO CENTRAL APPRAISAL DISTRICT BOARD

APRIL 12, 1991

REVISED: DECEMBER 11, 2006

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1.02 COMPOSITION

The Llano County Appraisal District Board of Directors, consisting of eight members, represents the taxing units listed below:

Llano Independent School District	(2 Members)
City of Llano	(1 Member)
Llano County	(2 Members)
City of Sunrise Beach	(1 Member)
City of Horseshoe Bay	(1 Member)
Kingsland Municipal Utility District	*
Llano County Municipal Utility District #1	*

*One member represents both KMUD & LLANO MUD, alternating every 2 years in the following order: KMUD then LLANO MUD.

The Llano Central Appraisal District Board meets in open session the designated Monday of each month as determined by the board. The meetings are held at the Appraisal District Office Boardroom located at 103 East Sandstone, Llano.

The Llano County Appraisal Review Board (ARB) consists of five (5) members appointed by the Appraisal District Board of Directors. This Board meets periodically to hear protest by taxpayers.

2.01 EMPLOYEE RESPONSIBILITIES

Your job, regardless of its place in the organizational structure, is an important part of the Llano Central Appraisal District Office. It is important to the Appraisal District because it fills a need in the District's plan of service to the public. It is important to you because it offers you a livelihood, an opportunity to serve and grow, and a sense of helping the public to understand the various aspects of appraisal of their properties. The Llano Central Appraisal District is a public tax supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. Employees are expected to maintain good moral conduct and to do their part in maintaining good relationships with the public, with other government employees and officials, with their supervisors, and with fellow employees.

This includes electronic communications via Internet and phone calls which are discussed in depth in Section 8.06.

2.02 TIMELINESS

Employees are to be punctual in maintaining work hours, keeping appointments and meeting schedules for completion of work. An employee who expects to be absent from work must report the expected absence to his/her supervisor immediately.

2.03 OUTSIDE ACTIVITIES

Employees may not engage in any outside employment, or enterprise determined by the Appraisal District Board to be inconsistent or incompatible with employment with the Appraisal District or which may adversely affect the employee's job performance.

2.04 CONFLICT OF INTEREST

An official or employee of the Appraisal District shall not have financial interest in the profits of any contract, service, or indirectly from any contract, purchase, sale, or service between the Appraisal District and any person or company.

2.05 GIFTS

Employees shall not accept gifts having a value over \$25.00 from contractors, vendors, taxpayers or other persons who have business dealings with the Appraisal District.

3.01 POSITION CLASSIFICATION

3.02 FULL TIME EMPLOYEE

A full time employee is defined as any employee who works a minimum of 1,560 hours per calendar year. Full time employees will be eligible to receive all benefits provided by the Llano Central Appraisal District.

3.03 PART TIME EMPLOYEE

A part time employee is defined as any employee who works 1,559 hours or less per calendar year. Part time employees will not be eligible for any benefits.

** The position classification will be recommended by the Chief Appraiser and approved by the Llano Central Appraisal Board.

3.04 DESIGNATION OF POSITION CLASSIFICATION

All employees, when hired, will be classified full time or part time. An acknowledgement by the employee will be placed in their personnel file.

The position classification will be recommended by the chief Appraiser and approved by the Llano Central Appraisal District Board.

4.01 SALARY ADMINISTRATION

18.3 POLICY

18.4 METHOD OF PAYMENT

Paychecks and direct deposits from the Appraisal District will be issued on the last working day of the month for time worked.

4.04 PAYROLL DEDUCTIONS

DEDUCTIONS

- MANDATORY: *
- * Withholding for Federal Income Tax
 - * Deduction for Medicare
 - * Deductions for Social Security when applicable for those part time employees and those currently not eligible for retirement
 - * Employee's retirement Contribution for those full time employees (12.5% of Gross Salary as stated in the Money Purchase Pension Plan Trust Document)

NOTE: DISTRICT CONTRIBUTES 12.5% OF GROSS SALARY TO RETIREMENT IN ACCORDANCE WITH THE MONEY PURCHASE PENSION PLAN TRUST DOCUMENT

OPTIONAL: Cafeteria Insurance Group Premiums (Premium amount above the District's Contribution)

5.01 ATTENDANCE/OFFICE HOURS

5.02 POLICY

The regular office hours for the Appraisal District office are from 8:00 a.m. until 5:00 p.m., Monday through Friday, with a lunch hour to be scheduled by the Chief Appraiser. A break period each morning and each afternoon not to exceed fifteen minutes is permitted provided that office operations and service to the public are not disrupted by such breaks.

All employees are required to complete and sign a time sheet for all hours worked. Time sheets will be turned in prior to the pay period with all leave time and compensatory time noted.

Overtime shall include all time actually worked for the Appraisal District in excess of 40 hours in any work week. Authorization is required for any overtime by the Chief Appraiser.

5.03 EXCEPTION

The Chief Appraiser on an individual case-by-case basis will consider an optional flextime schedule.

5.04 NOTIFICATION WHEN ABSENT

Employees must notify the Chief Appraiser or Office Manager when they are unable to report for duty at their regularly scheduled work period unless prior arrangements have been made regarding the absence. Such notification should be at, if not prior to, the time the employee is scheduled to report for duty.

5.05 FAILURE OF NOTIFICATION

Repeated failure to notify the supervisor promptly when not reporting for duty may be considered GROUNDS FOR DISMISSAL.

6.01 EMPLOYEE PERFORMANCE REVIEW (EPR)

6.02 DEFINITION

A uniform procedure used by supervisors in evaluating the work performed by employees. No part of the performance reviews is intended to create and should not be construed to create any expectation of continued employment.

6.03 PURPOSE OF EPR

- * Evaluate and document the relationship of employee performance to work standards,
- * Provide a means of communication between the employee and supervisor concerning the work performance,
- * Discuss performance problems and their causes,
- * Offer an opportunity for both praise and suggestions for improved performance,
- * Learn the reaction of employees toward the present work situation,
- * No part of the performance reviews is intended to create and should not be construed to create any expectation of continued employment.

6.04 USE OF EPR

Will be used as a factor in determining:

- * Promotions
- * Merit increases
- * Transfers
- * Dismissals
- * Reductions in force

Performance reviews may also be used to document positive or negative performance and/or behavior.

6.05 REVIEW PERIOD

SCHEDULED

New employee:

- * Evaluated periodically prior to and at completion of the probationary period (See 7.01)

Regular employee:

* Evaluated annually at the end of the fiscal year.

UNSCHEDULED

* Any employee may receive an unscheduled evaluation at any time the supervisor deems necessary.

6.06 CONFIDENTIALITY

Completed employee performance evaluations are treated confidentially and kept in a locked file. Review of these documents is authorized to only the employee and the employee's direct line of supervisors.

7.01 PROBATIONARY PERIOD

The probationary period is a trial period of 90 days for new employees.

IF PERFORMANCE DURING PROBATIONARY PERIOD IS.....	THEN.....
SATISFACTORY	EMPLOYEE WILL BE AWARDED REGULAR STATUS AT END OF PROBATIONARY PERIOD.
UNSATISFACTORY	EMPLOYEE MAY BE RELEASED AT ANY TIME DURING THE PROBATIONARY PERIOD.

8.01 STANDARDS OF CONDUCT

8.02 POLICY

The Appraisal District attempts to provide its employees with adequate resources, equipment, and vehicles for the job being performed and expects each employee to observe safe and courteous operation of vehicles and equipment.

8.03 APPRAISAL DISTRICT PROPERTY

- * An orderly accounting system for all property owned by the Appraisal District is established.
- * Responsibility for the maintenance and care of District property rests with the Chief Appraiser.

All Appraisal District property, vehicles, equipment and supplies (including phones and computers) are provided for OFFICIAL USE. Other use of property shall be kept a minimum and with the district's image and interest in mind. Misuse or abuse of such will be GROUNDS FOR IMMEDIATE DISMISSAL OF:

- * The employee involved.
- * The employee's supervisor(s) if the supervisor(s):
Knew of the unofficial use and took no immediate corrective action OR was unaware of the unofficial use because of negligence in maintaining surveillance for misuse of Appraisal District property.

Employees are responsible for any Appraisal District property or equipment assigned to them or to their care. Reimbursement to the District is required for loss or destruction of such property if justifiable cause cannot be established.

8.04 COPY MACHINE (REPRODUCTION EQUIPMENT)

The copy equipment in the District's office is for official use only. Single copies of property information may be provided to the property owner or agent free of charge. Multiple copies or copies provided to other than the property owner or agent will be provided at currently posted pricing. Funds received for copies shall be accounted for on a log showing the following information:

- * Date
- * Number (#) of copies purchased
- * Person purchasing copies

* Total amount received

THESE FUNDS SHALL BE DEPOSITED INTO THE DISTRICT'S BANK ACCOUNT.

8.05 PERSONAL CONDUCT

Employees are expected to exercise reason and judgment commensurate with their position and training. Employees also should be polite and professional in dealing with the public and others outside the office and be cooperative and compatible in dealings with co-workers. Honest differences or disagreements with fellow employees or supervisors need not go unexpressed, but should be handled properly through the chain of supervision.

8.06 ELECTRONIC COMMUNICATIONS POLICY

Access to the Internet and E-mail has been provided to employees for the benefit of the Appraisal District. It allows employees to connect to information resources around the world and communicate within the network. Every employee assigned Internet and E-mail access has a responsibility to maintain and enhance the District's public image and to use the Internet and E-mail in a productive manner.

Acceptable Uses: The Internet and E-mail should be used in an effective, ethical, and lawful manner. Personal use of Internet and E-Mail should be only a minimal amount of time if necessary.

Unacceptable Uses: The Internet and E-mail should not be used for personal gain or advancement of individual views. The use of the Internet or E-mail must not disrupt the operation of other employees. It must not interfere with productivity or job responsibilities of the employee.

8.07 SEXUAL HARASSMENT

The Llano Central Appraisal District will not tolerate any acts of sexual harassment by:

- * The Chief Appraiser
- * Supervisors
- * Co-workers
- * Any other individual who deals with the staff.

Disciplinary action including dismissal will be taken against any employee who:

- * Is found to be engaging in sexual harassment
- * Retaliates against an employee who complains of sexual harassment
- * The Chief Appraiser will investigate any charge of sexual harassment, not involving the Chief Appraiser immediately and the results of the investigation shall be reported promptly to the person making the charge and to the Appraisal District's Board of Directors.
- * Any charge of sexual harassment involving the Chief Appraiser shall be reported immediately to the Chairman of the District's Board of Directors for investigation.

8.08 VALID DRIVER'S LICENSE

All operators of Appraisal District vehicles are required to have a valid State of Texas driver's license necessary for that vehicle and to keep supervisors informed of any change of status in their license. Violations may result in discharge or disciplinary action.

8.09 ACCIDENT REPORTING

Any employee operating Appraisal District vehicles must report all vehicular accidents and property damage or liability claims involving such vehicles to the Chief Appraiser and to the proper Law enforcement agency immediately. Each vehicular accident, no matter how minor, must be reported to the Chief Appraiser in order that an official accident report can be filed.

9.01 TRAVEL AUTHORIZATION

The Appraisal District will pay mileage allowance in accordance with the standard mileage reimbursement rate assessed by the INTERNAL REVENUE SERVICE. No payment will be made for any personal vehicle use without prior approval of the Chief Appraiser.

9.02 ACCOMMODATION AND MEAL COST

Accommodations will be arranged and prepaid by the District. (Accommodations not prearranged will require a receipt for reimbursement of the accommodation.)

Appraisal District Employees or officials traveling outside the County shall receive a per diem for meal expenses. Per Diem amount for single day travel will be \$15.00 if the employee will depart before 10:00 am and return prior to 5:00 pm. All overnight travel will be eligible for \$40.00 per day per diem. The employee, prior to departure, may make per diem requests.

REVISED PER BOARD OF DIRECTORS 5/12/2008

The Chief Appraiser, in advance of the travel, shall approve all out-of-County travel.

10.01 USE OF DISTRICT VEHICLES

10.02 POLICY

District employees while on OFFICIAL BUSINESS ONLY may use the Llano Central Appraisal District vehicles. Appraisal District vehicles shall be kept at the Appraisal District Office when not in use.

10.03 RECORDS

A trip log is provided for each District vehicle. Prior to use of a vehicle, the applicable portions of the log will be completed.

10.04 FUEL PURCHASES

Fuel purchases are listed in the travel log for each vehicle. Records of fuel purchased are checked against the trip logs to reconcile the amount of fuel used by each vehicle.

10.05 MAINTENANCE

Persons assigned use of an Appraisal District vehicle shall be responsible for seeing that routine maintenance is performed. Routine maintenance such as oil and filter change shall be performed at least every 3,000 miles. Adequate coolant will be maintained in the radiator to protect the vehicle during temperature extremes. Tire pressure shall be checked periodically and maintained at a level recommended by the manufacturer. Other maintenance should be performed as recommended by the manufacturer. State inspections shall be completed at authorized state inspection facilities.

10.06 SAFETY

Drivers of District vehicles shall obey all traffic laws and shall operate each vehicle in a lawful manner. The driver at all times when a vehicle is in use shall use seat and shoulder belts.

10.07 INSURANCE

Liability insurance cards are to be carried in all District Vehicles.

Cards will be kept in the glove compartment at all times; if additional copies are needed please check with the Chief Appraiser.

11.01 TELEPHONE REGULATIONS

11.02 POLICY

Appraisal District telephones are provided in order that District employees and the public who have official business with the District may communicate.

11.03 PERSONAL CALLS

Personal use of the telephones to communicate with family or friends or to conduct non-district related business shall be kept to a minimum.

- * Personal long distance calls should be charged to their home phone or paid for by a calling card.

12.01 DRESS CODE

Employees are expected to:

- * Present a neat and clean appearance.
- * Dress appropriately for the position, which they have been employed to fill.

13.01 BENEFITS

13.02 MEDICAL, DENTAL, VISION, AND LIFE INSURANCE

The Appraisal District provides medical, dental, vision and life insurance for full time employees. The Appraisal District pays for premiums for employees. An eligible employee may add dependent coverage for family members at his/her expense subject to the prevailing rules and/or guidelines of insurance provider. Insurance coverage for new employees is effective on the 91st day of employment. (See 7.01).

Upon termination of employment, all medical, dental, vision, and life insurance approved by the Board of Directors and provided by the District will cease. Following termination any applicable coverage is available for employees and/or dependents (at employees expense) for a period of time as determined by Federal and/or State Legislation (COBRA Rules & Regulations apply).

13.03 RETIREMENT

The Appraisal District is a member of the John Hancock/ ManuLife Financial Group Retirement Fund. Membership in the retirement system is mandatory for all full time employees having a normal work year of at least 1560 hours. Both the employee and the Appraisal District contribute to the employee's retirement account. Employees who terminate prior to retirement will, upon request, be refunded of theirs and the District's portion according to the vesting schedule.

14.01 WORKERS' COMPENSATION

14.02 PURPOSE

To provide limited compensation for job related injury or illness according to the Texas Workers' Compensation Insurance Program.

14.03 CLAIMS

The Chief Appraiser serves as the claims Coordinator for preparing and filing claims under the Workers' Compensation Insurance Program.

14.04 NOTICE OF INJURY/ILLNESS

The employee or employees' supervisor is responsible for notifying the Chief Appraiser immediately:

- * After the occurrence of an on-the-job injury;
- * At the first distinct manifestation of an occupational disease.

Such notice must be given:

- * Regardless of whether medical treatment was obtained,
- * The same day the job related injury or illness occurs, and definitely,
- * No later than the next working day after occurrence.

ANY JOB RELATED INJURY OR ILLNESS MUST BE REPORTED REGARDLESS OF HOW MINOR.

14.05 SECURING MEDICAL TREATMENT

It is imperative that any employee securing medical treatment for a job related injury or illness informs the doctor and/or hospital that medical expenses are covered by Workers' Compensation. In this way, the employee would be relieved from payment for the services rendered. Should a question arise concerning the validity of coverage by the attending physician and/or hospital, please have them contact the Chief Appraiser.

14.06 UNEMPLOYMENT INSURANCE

All employees of the Appraisal District are covered under the Texas Unemployment Compensation Insurance Program, and the Appraisal District pays the expense. This program provides payments for unemployed workers in certain circumstances.

15.01 HOLIDAYS

All full time employees are entitled to holidays with pay. The Board of Directors approves the holidays each year.

If an official holiday falls within a full time employee's vacation or sick leave, the employee will be granted the holiday and not be charged for a day of vacation or sick leave.

(The holiday schedule falls in alignment with other county offices)

16.01 OVERTIME COMPENSATION

No overtime will be worked unless authorized in advance by the Chief Appraiser. All overtime will be accrued at an hour per hour Compensation.

- * If an employee does not have any earned overtime compensation, any time taken off for personal reasons will be considered vacation time and will be deducted from the employee's vacation time.
- * Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.
- * The Chief Appraiser will approve the schedule of use of all compensatory time off.
- * If an employee terminates employment for any reason, prior to using all earned FLSA compensatory time, he/she shall be paid for all unused compensatory time in accordance with the requirements of the Fair Labor Standards Act.

17.01 TRAINING OPPORTUNITIES

17.02 AUTHORIZATION

The Appraisal District will provide training and educational opportunities to all employees.

17.03 COORDINATION

The Chief Appraiser is responsible for developing guidelines to accomplish staff training and development goals. Employees are encouraged to request training in any areas of their job that they feel they need more expertise.

17.04 ELIGIBILITY

Any employee is eligible for participation in a training activity if:

- * The activity is related to the employee's current or prospective duty assignment.
- * Training money is available.
- * The Chief Appraiser authorizes participation.
- * All requirements set forth by the Appraisal Board have been met.

18.01 VACATION LEAVE

18.02 POLICY

Full time employees are entitled to a paid vacation each year. Vacation leave accrual begins with the first day of employment and ends on the last working day with the Appraisal District. Leave is accrued according to the following schedule.

Should an employee not have adequate accrued vacation leave when a request for vacation is submitted: the employee may accrue the required hours prior to the leave during the pay period at the rate of no more than 12 hours per week and no work day exceeding 10 hours and no work week exceeding 6 days. The Chief Appraiser may approve on an as needed basis with all other personnel policies applicable.

FULL TIME EMPLOYEES WITH TOTAL APPRAISAL EMPLOYMENT OF:	HOURS ACCRUED PER MONTH FULL TIME	MAXIMUM HOURS CARRIED FORWARD FROM ONE FISCAL YEAR TO THE NEXT FISCAL YEAR.
0 BUT LESS THAN 1 YEAR	3.333 HOURS -1wk	40
1 BUT LESS THAN 7 YEARS	6.666 HOURS -2wks	120 -3wks
7 BUT LESS THAN 15 YEARS	10.00 HOURS -3wks	200 -5wks
15 OR MORE YEARS	13.333 HOURS-4wks	200 -5wks

* Any vacation leave accrued above the maximum hours will be lost if not taken before the end of the fiscal year.(The Chief Appraiser will be informed of the totals with Vacation and Sick Leave to be lost.)

18.3 ELIGIBILITY FOR USE

Although vacation leave is accrued beginning on the first day of employment, employees are not eligible to use their leave until six months of continuous service with the Appraisal District has been completed.

18.04 APPROVAL

Prior approval from the Chief Appraiser is necessary before taking vacation leave. Employees should request vacation leave not more

than ninety days nor less than three days in advance of the date the leave is scheduled to begin.

18.05 TERMINATION BENEFIT

Full time employees who have worked six or more months and terminate District employment are entitled to be compensated for any accrued vacation leave balance by choosing either:

- * To remain on the payroll until all accrued vacation leave has been exhausted; or
- * To be paid all accrued vacation leave by lump sum payment.

19.01 SICK LEAVE

Should a full time employee not have adequate accrued sick leave when absence occurs due to sickness: he/she may make up the difference during the pay period at the rate of no more than 12 hours per week with no work day exceeding 10 hours and no work week exceeding 6 days. The Chief Appraiser may approve on an as needed basis with all other personnel policies applicable.

19.02 POLICY

Full time employees are entitled to accrue sick leave at the rate of eight (8) hours per month. Accrual begins with the first day of employment and ends on the last day with the Appraisal District.

19.03 EXCEPTION

19.04 LIMITATION

There is no limit on the amount of sick leave that an employee may accrue. All accrued sick leave will be carried forward from one fiscal year to the next.

19.05 ELIGIBILITY

Any full time employee, including those with less than six months of continuous Appraisal District employment, are eligible to take sick leave after it has been accrued.

The Appraisal District shall also follow the rules as set by the Family and Medical Leave Act of 1993 and any revisions to the act that may be implemented in the future.

19.06 REASONS FOR USE

* Sickness, injury or pregnancy and confinement, which prevent the employee's performance of duty.

* A member of the employee's immediate family is ill.

Immediate family is defined as:

- | | |
|----------------|------------------------|
| * Spouse | * Stepparents |
| * Children | * Grandparents |
| * Stepchildren | * Grandchildren |
| * Parents | * Brothers and Sisters |

19.07 ABUSE OF SICK LEAVE

Malingering and other abuses of sick leave privileges will not be allowed. A physician's statement may be required for any period of absence if an employee is suspected of abusing sick leave privileges.

19.08 MORE THAN THREE DAYS ABSENCE

When absent from duty for more than three consecutive workdays as a result of illness, either:

- * A doctor's statement showing the nature of the illness should be submitted to the Chief Appraiser.
- * The employee may make a written statement, acceptable to the Chief Appraiser, of the facts concerning the illness.

This information will be kept in the employee's personnel file.

19.09 SICK LEAVE POOL

The Board of Directors designates the Chief Appraiser to administer(s) the Sick leave Pool.

A catastrophic injury or illness will allow an eligible employee to draw additional sick leave from the sick leave pool upon approval from the administrator.

On approval from the Chief Appraiser(s), an eligible employee may transfer to the sick leave pool, not less than one day or more than five days of accrued leave earned by the employee. The Chief Appraiser(s) shall credit the pool with the amount of time contributed by the employee and the same amount of time shall be deducted from the employees' accrued leave as though the employee had used the time for personal purposes. To contribute leave to the sick leave pool an employee must submit an application in the form prescribed by the Board of Directors to the Chief Appraiser(s) to verify employee has proper amount accrued.

An employee is eligible to use time contributed to the sick leave pool if, he/she has been employed by the district for twelve continuous months and because of a catastrophic injury or illness, or because of a previous donation of leave to the pool, the employee has exhausted all the sick

leave time, and vacation time, and comp time to which the employee is otherwise entitled.

An eligible employee must apply to the Chief Appraiser(s) for permission to use time in the sick leave pool. If the Chief Appraiser(s) determines that the employee is eligible, the chief Appraiser shall approve the transfer of time from the pool to the employee. The chief Appraiser shall credit time to the employee and the employee may use the time in the same manner as sick leave earned by the employee in the course of employment.

An eligible employee may not use time in the sick leave pool in an amount that exceeds the lesser of one third of the total amount of time in the sick leave pool or 180 days. The Chief Appraiser(s) shall determine the exact amount that an eligible employee may use.

An employee absent on sick leave assigned from the sick leave pool is treated for all purposes as if the employee were absent on earned sick leave.

SICK LEAVE POOL DEFINATIONS

"ADMINISTRATOR"- Means the person designated by the Llano Central Appraisal District Board of Directors to administer the District's Sick Leave Pool program.

"ELIGIBLE EMPLOYEE"- Means any District employee who is eligible for sick leave under the Personnel Policy Manual, and has been employed by the District for at least twelve (12) continuous months and has exhausted all employee's sick leave, vacation benefits, accrued paid leave and accrued comp time due to required extended leave time.

"IMMEDIATE FAMILY"- Means spouse, child, stepchild, parent, parent-in-law or grandparent of the employee.

"CATASTROPHIC INJURY OR ILLNESS"- Means a severe of life threatening injury or illness to an employee or immediate family member for which an employee's assistance is required. Uncomplicated maternity is not classified as catastrophic for the purposes of this definition.

19.10

TERMINATION/RETIREMENT

As an incentive to conservatively use sick leave, employees terminating or retiring from Appraisal District employment shall be compensated for unused accrued sick leave according to the following chart:

<u>Years of Service Completed</u>	<u>Percentage of Unused sick Leave</u>
1	5
2	10
3	15
4	20
5	25
6	30
7	35
8	40
9	45
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20	100

Years of service begin with actual date of employment. Eligibility for this incentive begins after one year of employment has been completed. Partial years are paid on the basis of 8.33% per month.

20.01 EXTENDED SICK LEAVE

20.02 POLICY

When an employee is ill and has utilized all accrued sick, vacation and compensatory leave, the employee may request extended sick leave. However, upon all other leave being exhausted the district will not compensate this extended leave.

20.03 APPROVAL

The Chief Appraiser may approve extended sick leave on an individual basis after a review of the particular case by the Appraisal District Board.

20.04 ELIGIBILITY

An employee must have:

- * A minimum of one year's continuous service with the Appraisal District immediately preceding the date that extended sick leave is requested to begin,
- * Performed his/her duties in a highly satisfactory manner,
- * A record of not abusing sick leave privileges.

20.05 MAXIMUM ALLOWABLES

IF TOTAL CONTINUOUS EMPLOYMENT IS...	THEN MAXIMUM ALLOWABLE HOURS ARE	EXCEPTIONS....
0 BUT LESS THAN 1 YEAR	0 HOURS	IN CASE OF ON THE JOB INJURY, MAXIMUM ALLOWABLE IS DISREGARDED.
1 BUT LESS THAN 2 YEARS	40 HOURS	
2 BUT LESS THAN 3 YEARS	80 HOURS	
3 BUT LESS THAN 5 YEARS	120 HOURS	
5 BUT LESS THAN 10 YEARS	240 HOURS	
10 BUT LESS THAN 15 YEARS	360 HOURS	
15 YEARS OR MORE	480 HOURS	

21.01 LEAVE FOR PREGNANCY

The Appraisal District shall follow the rules as set by the Family and Medical Leave Act of 1993 and any revisions to the act that may be implemented in the future.

21.02 POLICY

Employees taking leave due to pregnancy shall be entitled to an absence as long as medically necessary as determined by their physician.

21.03 EXCEPTION

The Chief Appraiser may authorize an additional reasonable period of absence on an individual basis after a review of the merits of each particular case by the Appraisal District Board.

21.04 OTHER LEAVE

Should an employee not have a sufficient amount of combined sick and vacation leave to cover the authorized period of absence, which is MEDICALLY NECESSARY, extended sick leave may be requested through the provisions outlined in the District's leave policy. Otherwise, utilizing the District's leave without pay or leave of absence policy must make up the difference.

21.05 EMPLOYEE RIGHT TO POSITION

- * Positions vacated by employees who are granted an unpaid absence due to pregnancy will be held for the employee until she returns to duty.
- * EMPLOYEES WHO FAIL TO RETURN TO DUTY AFTER THE AUTHORIZED PERIOD OF UNPAID ABSENCE HAS EXPIRED WILL BE CONSIDERED TO HAVE ABANDONED THEIR POSITION AND MAY BE TERMINATED.

22.01 LEAVE WITHOUT PAY (LWOP)

22.02 DEFINITION

A leave without pay is authorized for periods of time covering less than one full calendar month or pay period.

22.03 APPROVAL

The Chief Appraiser may approve leave without pay on an individual basis after a review of the particular case by the Appraisal District Board.

22.04 REASONS FOR LWOP

When an employee:

- * Has exhausted all accrued annual leave,
- * Is ineligible to take annual leave as a result of not having completed six months continuous appraisal employment.

22.05 DOCUMENTATION

Employees must submit a written request for Leave Without Pay for approval by the Chief Appraiser.

22.06 PAYROLL PROCESSING

The written request must be forwarded to the Chief Appraiser on or before the first day of the month in which the leave without pay is to be processed from the regular payroll.

22.07 GROUND FOR DISMISSAL

The repeated use of and/or evident abuse of leave without pay can be considered as justifiable grounds for dismissal of an employee.

22.08 LEAVE ACCRUAL

Employees will receive accrual of both sick and vacation leave when they physically return to duty from leave without pay.

23.01 LEAVE OF ABSENCE

23.02 DEFINITION

A leave of absence (without pay) is for a period of time no less than one calendar month or pay period and not more than twelve months.

23.03 APPROVAL

The Chief Appraiser may approve a leave of absence on an individual basis after a review of the particular case by the Appraisal District Board.

23.04 LEAVE EXHAUSTION

All accrued annual leave must be exhausted prior to taking a leave of absence.

23.05 LEAVE ACCRUAL

Employees on the payroll during the month in which leave of absence begins or ends will accrue both sick and vacation leave. The amount of sick leave accrued prior to going on a leave of absence will be credited to an employee's leave record upon return to duty.

23.06 LONGEVITY DATE

A leave of absence (without pay) period is deductible from an employee's longevity date with the Appraisal District.

23.07 EMPLOYEE RIGHT TO POSITION

An employee's position must be held for them upon return from the leave of absence.

24.01 EMERGENCY DEATH LEAVE

24.02 POLICY

In the event of the death of a member of an employee's immediate family, the employee may be granted leave with pay not to exceed three consecutive workdays.

24.03 IMMEDIATE FAMILY

Members of an employee's immediate family are defined as:

- | | | |
|--------------------|------------------------|----------|
| * Spouse | * Stepparents | * Uncle |
| * Children | * Spouse's Stepparents | * Aunt |
| * Stepchildren | * Grandparents | * Niece |
| * Parents | * Grandchildren | * Nephew |
| * Spouse's Parents | * Brothers and Sisters | |

24.04 DOCUMENTATION

A written request for emergency death leave must be submitted to the Chief Appraiser for approval and shall include the following information:

- * Name of deceased
- * Relationship of deceased to employee.

24.05 APPROVAL

Chief Appraiser

25.01 OTHER TYPES OF LEAVE

LEAVE FOR	CONDITIONS	APPROVAL AUTHORITY
EMPLOYEES SUBPOENA	WHEN AN EMPLOYEE IS TO APPEAR AS A WITNESS TO A LEGAL SUIT TO WHICH THE EMPLOYEE IS NOT A PARTY.	CHIEF APPRAISER
JURY DUTY	EMPLOYEES WILL NOT BE REQUIRED TO TAKE LEAVE TO SERVE ON A JURY AND WILL RECEIVE FULL PAY AND ALLOWANCES WHILE COMPLYING WITH A SUMMONS FOR JURY DUTY.	CHIEF APPRAISER
MILITARY	MEMBERS OF THE NATIONAL GUARD OR RESERVE COMPONENTS OF THE ARMED FORCES OF THE US SHALL BE ENTITLED TO NO MORE THAN (15) FIFTEEN WORKING DAYS OF LEAVE, WITH NO LOSS IN PAY, DURING ANY ONE CALENDAR YEAR.	CHIEF APPRAISER
VOLUNTEER FIREMEN	VOLUNTEER FIREMEN SHALL BE GRANTED A LEAVE OF ABSENCE WITH FULL PAY TO ATTEND TRAINING SCHOOLS PROVIDED SUCH LEAVE DOES NOT EXCEED FIVE (5) WORKING DAYS IN ANY ONE FISCAL YEAR.	CHIEF APPRAISER
EXTENUATING CIRCUMSTANCES	EMERGENCY LEAVE MAY BE GRANTED WHEN AN EMPLOYEE CAN SHOW GOOD CAUSE FOR SUCH LEAVE.	CHIEF APPRAISER

Each employee granted such leave should promptly return to duty following completion of service.

26.01 APPRAISAL DISTRICT SERVICE AWARDS

26.02 POLICY

The Appraisal District employee service awards are presented to employees at Board Meetings beginning with ten years service and at five-year intervals thereafter.

26.03 AWARDS

Certificates and service pins indicating the number of years' service are awarded to each eligible employee.

27.01 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

As over seen by the Appraisal District Board of Directors the Chief Appraiser has the final responsibility for administration of these personnel policies and procedures.

27.02 PURPOSE

These policies set forth the primary rules governing employment with the Llano Central Appraisal District. The policies contained herein inform employees of the benefits and obligations of employment. They have been prepared and adopted in order to promote consistent, equitable, and effective practices by both employees and supervisors, which will result in high quality public service and harmony among Appraisal personnel. All employees of the Llano Central Appraisal District are non-contract employees, are employed for an indefinite term of service, and are terminable at will, with or without cause. Termination may be, but is not required to be, preceded by a conference with the Chief Appraiser in which the employee will be given a written statement of areas in which improvement is mandatory and an opportunity to improve in these areas. Termination may be immediate and without a conference or without an opportunity to improve performance if, in the sole judgment and discretion of the Chief Appraiser, the best interests of the Appraisal District are served by immediate termination of the employee. No part of the personnel policies is intended to create, and should not be construed to create tenure, contract rights, or any expectation of continued employment.

27.03 APPLICABILITY OF PERSONNEL POLICIES

The personnel policies apply equally to all employees of the Llano Central Appraisal District unless a class of employees is specifically exempted, such as designated flexible working hours. In cases where federal or state regulations supersede local policy, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply.

27.04 DISSEMINATION OF PERSONNEL POLICIES

An official record copy of personnel policies shall be filed with the Chief Appraiser. Each new employee and each supervisor shall be furnished a copy of a complete up-to-date set of personnel policies. Officials and employees are encouraged to make constructive suggestions for improvement in these policies.