

**LOVING COUNTY**  
**APPRAISAL DISTRICT**  
**( Loving CAD )**

**PERSONNEL POLICY**  
**MANUAL**

Adopted October 8, 2007

## **PERSONNEL POLICIES**

The purpose of these policies is to provide guidelines for supervisors and personnel that will permit each to work at his or her particular job within a framework that will treat each employee fairly and equally, and inform employees as to what they can expect from the District and what is expected of them by the District.

These policies cannot be so precise as to foresee every situation that will arise. Instead it is the intent to promote the highest possible degree of understanding, cooperation, efficiency and good will on a day-to-day basis among the employees of Loving County Appraisal District.

The District is operated under the direction of a governing body known as the Loving County Appraisal District Board of Directors. The Board of Directors adopts policies, and sets rules and regulations in the form of resolutions for the operation of the District. The policies, rules and regulations are carried out and enforced by the Chief Appraiser who has been appointed by the Board of Directors to administer the business of the District. He/she is responsible for the administration of all personnel matters for the District.

## **IMPORTANT NOTICE TO ALL EMPLOYEES**

All employees of Loving CAD are considered to be “at-will” employees and employee status shall not be considered a contract of employment or for any specified length of time. This means the employment relationship may be ended at the will of the employer, Loving CAD or the employee. Also, employment may be terminated with or without cause and with or without notice at any time by the employer or the employee. Nothing in this manual or in any document or statement shall limit the right to terminate employment at-will.

**LOVING COUNTY APPRAISAL DISTRICT**  
**PERSONNEL POLICY**

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**LOVING COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS ORDERS**

**WHEREAS the Board of Directors of the Loving County Appraisal District wish to comply with various laws applicable to public employers in the employment relationship; and**

**WHEREAS the Board of Directors of the Loving County Appraisal District desire to provide the employees of the Loving County Appraisal District with a uniform format for dealing with various employment related issues; and**

**WHEREAS the Board of Directors of the Loving County Appraisal District wish to adequately communicate to employees the policies and procedures of the District:**

**THEREFORE, BE IT RESOLVED that the Board of Directors of the Loving County Appraisal District hereby approve and adopt the LOVING COUNTY APPRAISAL DISTRICT PERSONNEL POLICY MANUAL.**

**ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007**

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Member**

**Witnessed and Attested By:**

\_\_\_\_\_  
**Chief Appraiser**

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON EMPLOYMENT AT WILL**

**EMPLOYMENT AT  
WILL**

1. All employment with Loving County Appraisal District, Loving CAD, shall be considered “at will” employment.
2. No contract of employment shall exist between any individual and Loving CAD for any duration, either specified or unspecified.
3. Loving CAD shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.
4. Loving CAD shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice.
5. Employees of Loving CAD shall have the right to leave their employment with the District at any time, with or without notice.

## **POLICY ON EMPLOYEE STATUS**

### **FULL TIME**

1. A full time employee shall be any employee in a position which has a normal work schedule of at least 35 hours per week.

### **PART TIME**

2. A part time employee shall be any employee in a position which has a normal work schedule of 21 hours per week.

### **TEMPORARY**

3. A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration or until a specific project is completed.
4. Temporary employees may be either full time or part time.

### **EMPLOYMENT AT WILL**

5. All employees are considered to be “at will” employees as defined in the POLICY ON EMPLOYMENT AT WILL and employee status shall not be considered a contract of employment.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

**EQUAL  
OPPORTUNITY**

1. It shall be the policy of Loving CAD to be an equal opportunity employer.
2. Race, color, religion, national origin, sex, age, and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.

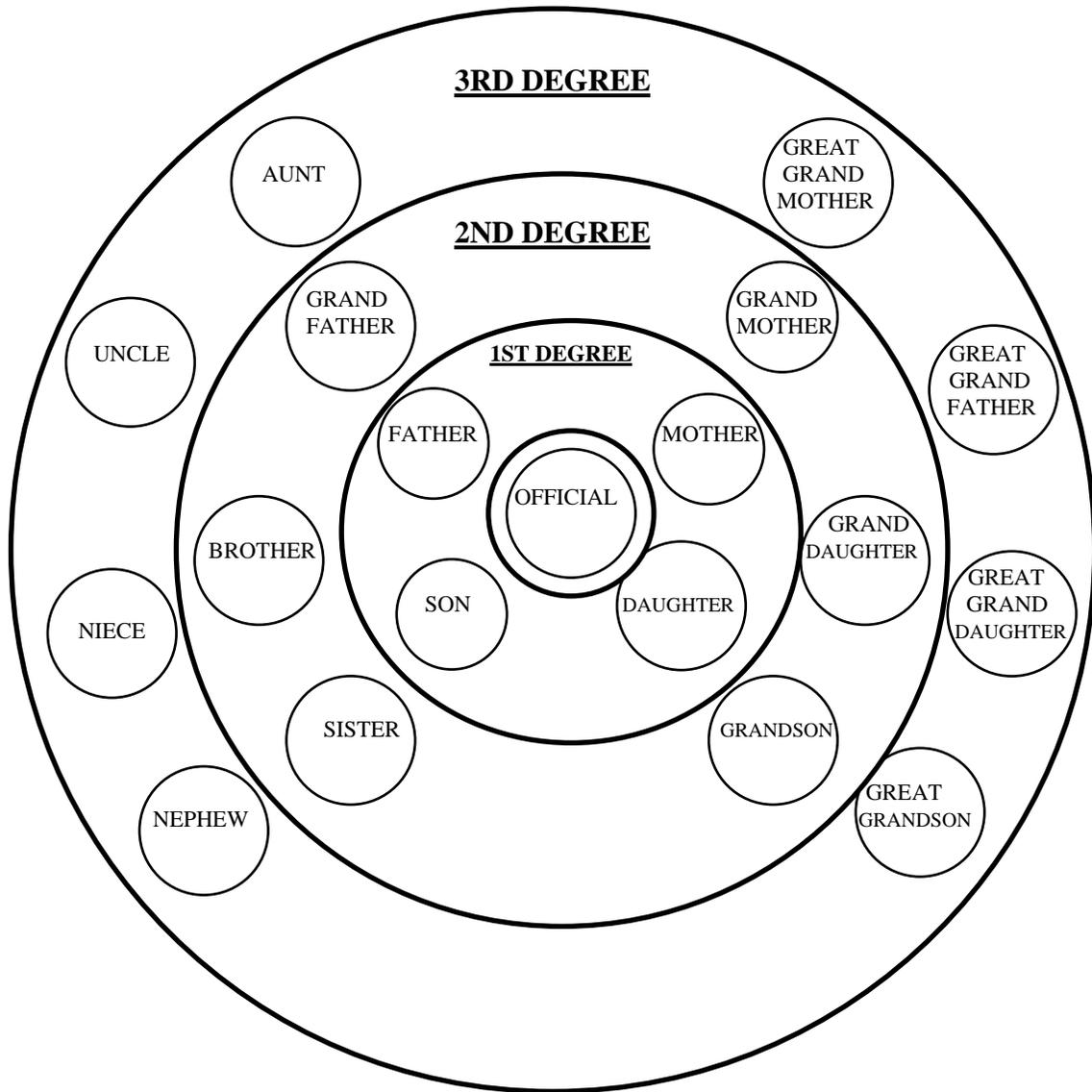
**REASONABLE  
ACCOMMODATION**

3. The District shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.
4. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON NEPOTISM**

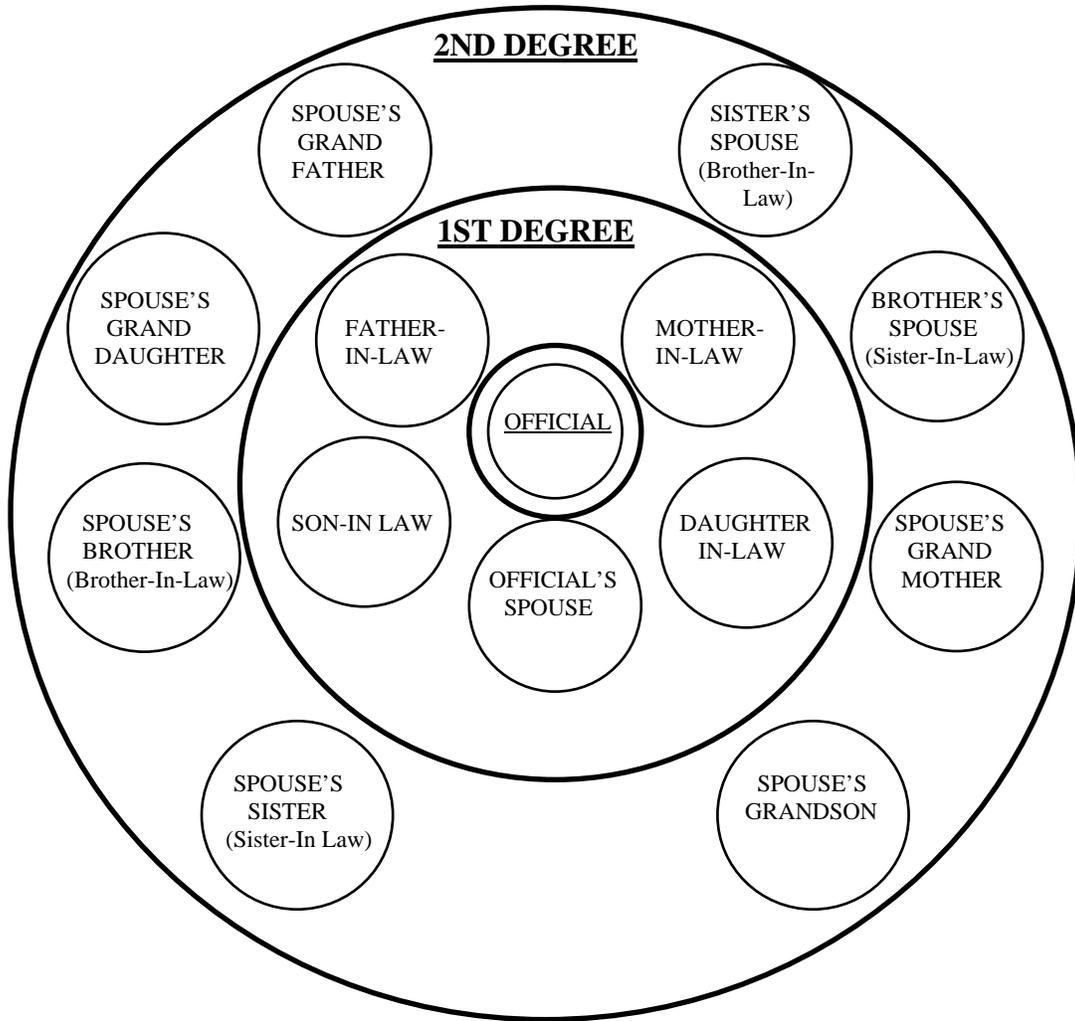
**HIRING OF  
RELATIVES**

1. In accordance with Chapter 573, Government Code and Sec 6.05 of the Texas Property Tax Code the Chief Appraiser shall not employ any individual related to the Board of Directors within the third degree of consanguinity (blood) or the second degree of affinity (marriage).
2. In accordance with Chapter 573, Government Code and Sec 6.05 of the Texas Property Tax Code the appraisal district shall not employ or contract with an individual or the spouse of an individual who is related to the Chief Appraiser within the first degree by consanguinity or affinity.
3. The civil law method, as approved by the Texas Legislature in 1991 to be effective in August of that year, shall be used for determining degree of relationship. (See the charts that follow.)



**Consanguinity Kinship Chart  
(Blood)**

**TEXAS NEPOTISM CHART  
CIVIL LAW METHOD**



**Affinity Kinship Chart  
(Marriage)**

**TEXAS NEPOTISM CHART  
CIVIL LAW METHOD**

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON VACATION**

**ELIGIBILITY**

1. All full-time employees shall be eligible for vacation benefits.
2. Part time and temporary employees are not eligible for vacation benefits.
3. Vacation time eligibility shall be determined by employment date anniversary and not by calendar year.

**ACCRUAL RATE**

4. Employees who have worked for less than ten (10) years in a position eligible to receive vacation shall earn vacation at the rate of 10 working days per year.
5. Employees who have worked for ten (10) or more years in a position eligible to receive vacation shall accrue vacation at the rate of 15 working days per year.
6. For purposes of this policy, a working day shall be defined as seven (7) hours.
7. Vacation shall not be accrued while an employee is on leave without pay.

**INITIAL ACCRUAL  
AND WAITING  
PERIOD**

8. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of one year in such a position before being eligible to take any vacation.

## **POLICY ON VACATION**

### **MAXIMUM ACCRUAL**

9. The maximum amount of unused vacation an employee shall be allowed to have at one time is the amount the employee would normally earn in one year at his or her current accrual rate plus five additional workdays. (This would be 15 working days for employees with less than ten years work in a position eligible to accrue vacation and 20 working days for employees with 10 or more years in such a position.)

### **SCHEDULING**

10. Scheduling of vacations shall be at the discretion of the Chief Appraiser.

### **MINIMUM USAGE**

11. The minimum amount of vacation that may be taken at one time shall be ½ day.

### **BORROWING**

12. Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals.

### **PAY IN LIEU OF VACATION**

13. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

### **HOLIDAY DURING VACATION**

14. If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the **POLICY ON HOLIDAYS** and shall not be charged against the employee's vacation balance.

### **PAY AT TERMINATION**

15. If an employee has worked for at least one year in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy.
16. An employee who has not worked for a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.

**RECORD KEEPING** 17. Each employee shall be responsible for accurately recording all vacation time used on his or her time sheet.

**MAXIMUM USAGE** 18. No employee may take during one calendar year, more vacation than the employee has accumulated at their anniversary date for that year.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON SICK LEAVE**

**ELIGIBILITY**

1. All full time employees shall be eligible for paid sick leave benefits.
2. Part time and temporary employees are not eligible for paid sick leave benefits.

**ACCRUAL RATE**

3. Eligible employees shall accrue sick leave at a rate of one day per month
4. For purposes of this policy, a workday is defined as seven (7) hours.
5. Accrual of sick leave shall start at the time an individual begins work for the District in a position eligible for the sick leave benefit.

**MAXIMUM  
ACCRUAL**

6. The maximum amount of unused sick leave an employee shall be allowed to have at any time is 60 days.

**USE OF SICK  
LEAVE**

7. Sick leave may be used for the following purposes:
  - a. Illness or injury of the employee;
  - b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals; and
  - c. To attend to the illness or injury of a member of the employee's immediate family.
8. For purposes of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.
9. Sick leave may not be used as vacation or any other reason not addressed in this policy.

**NOTIFICATION**

10. Where sick leave is to be used for medical appointments, an employee shall be required to notify the Chief Appraiser of the intent to use sick leave as soon as the employee knows of the appointment.

## **POLICY ON SICK LEAVE**

**NOTIFICATION** (cont.) 10. Where use of sick leave is not known in advance, an employee shall notify the Chief Appraiser of the intent to use sick leave within 15 minutes of the employee's normal time to begin work, when practicable.

11. Where it is not practicable to notify the Chief Appraiser within 15 minutes of the normal starting time, the employee should notify the Chief Appraiser as soon as is reasonably practicable.

**DOCUMENTATION** 12. If an employee uses three (3) or more consecutive days of sick leave, the Chief Appraiser shall have the right to require a physician's statement or some other acceptable documentation of injury or illness.

13. Documentation requirements under Section 12 of this policy shall also apply in situations where the absence is for the care of a member of the immediate family.

**MINIMUM USEAGE** 14. The minimum amount of sick leave that an employee may use at any time shall be ½ day.

**BORROWING** 15. Employees shall not be allowed to borrow sick leave against future accruals.

**PAY AT TERMINATION** 16. Employees shall not be paid for unused sick leave at the termination of employment.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON HOLIDAYS**

**ELIGIBILITY**

1. All full time employees shall be eligible for paid holiday benefits.
2. Part time and temporary employees are not eligible paid holiday benefits.

**HOLIDAYS**

3. The District holidays for the calendar year shall be determined by the Loving CAD Board of Directors and/or the Chief Appraiser.

**HOLIDAY DURING  
VACATION**

4. If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance.

**HOLIDAY ON DAY  
OFF**

5. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay.

**EMERGENCIES**

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the District, shall be given compensatory time off.

**SPECIAL  
OBSERVANCES**

7. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for the District.
8. Determination of granted leave under Section 7 of this policy shall be made by the Chief Appraiser, based on the needs of the District.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON PERSONAL LEAVE**

**ELIGIBILITY**

1. All full-time employees shall be eligible for personal leave benefits at a rate of four (4) days per year.
2. Part-time and temporary employees are not eligible for personal leave benefits.

**ACCRUAL RATE**

3. Personal leave does not accrue and must be used each year. There is no carry over of unused personal leave from year to year.

**USE OF PERSONAL  
LEAVE**

4. Personal leave may be used for any purpose the employee desires.

**MINIMUM USEAGE**

5. The minimum amount of personal leave that an employee may use at any time shall be ½ day.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON JURY DUTY LEAVE**

**JURY DUTY**

1. Employees of Loving CAD who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury.
2. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.
3. Any fees paid for jury service may be kept by the employee.

**OFFICIAL COURT  
ATTENDANCE**

4. Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the District shall be entitled to leave with pay for such period as his/her court attendance may require.

**PRIVATE  
LITIGATION**

5. If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON MILITARY LEAVE**

**GUARD AND  
RESERVE**

1. District employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year with pay to attend authorized training sessions and exercises.
2. The fifteen (15) day paid military leave shall apply to the calendar year and any unused balance at the end of the year shall not be carried forward into the next calendar year.
3. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.
4. An employee may use annual leave, earned compensatory time, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.

**ORDERS**

5. An employee going on military leave shall provide the Chief Appraiser with a set of orders within two (2) business days after receiving them.

**ACTIVE MILITARY**

6. District employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON MEDICAL INSURANCE**

**ELIGIBILITY**

1. All full time employees of Loving CAD shall be eligible for the group medical insurance benefit.
2. Part time and temporary employees are not eligible for the group medical insurance benefit.
2. Premium for the coverage for eligible employees shall be paid by the District.

**DEPENDENT**

**COVERAGE**

3. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.
4. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

**EXTENSION OF  
COVERAGE**

5. Employees who leave the employment of Loving CAD may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
6. Information on extension of benefits under COBRA is available in the District Office and may be obtained during normal working hours.

**LIFE INSURANCE**

7. Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage.

**INFORMATION**

8. Details of coverage under the group medical insurance plan are available in the District Office and may be obtained during normal working hours.
9. COBRA notifications will be provided to all employees within 30 days of their hire date. All eligible employees and qualified dependents will be provided with COBRA information within 14 days of their termination.



**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON WORKERS' COMPENSATION**

**ELIGIBILITY**

1. All Loving CAD employees are covered by workers' compensation insurance while on duty for the District.

**BENEFITS**

2. Workers' compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of his/her job.
3. Workers' compensation also pays a Temporary Income Benefit (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work related injuries or illnesses.
4. Employees may use paid leave for all time off that is less than 7 days.

**ACCIDENT  
REPORTING**

5. Any employee who suffers a job related illness or injury shall be required to notify the Chief Appraiser as soon as possible.
6. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

**CONTRIBUTORY  
FACTORS**

7. An employee's workers' compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON RETIREMENT**

**ELIGIBILITY**

1. All full time and part time employees shall be eligible for the retirement benefit through the Texas County and District Retirement System.
2. Temporary employees are not eligible for retirement benefits.

**CONTRIBUTIONS**

3. Eligible employees shall make contributions to the retirement program through a system of payroll deduction.
4. Loving CAD shall make a contribution to each eligible employee's retirement account equal to the contribution of the employee.

**INFORMATION**

5. Information on the retirement program may be obtained at the District Office during normal working hours.

**REHIRING  
RETIREES**

6. Retired employees shall be eligible to apply for open positions with Loving CAD as long as the following conditions are met:
  - a. The retiree has been retired for at least one calendar month.
  - b. No prior arrangement or agreement was made between Loving CAD and the retiree for re-employment.
7. Any retiree who is rehired consistent with this policy will establish a new membership TCDRS and will be considered a new member for the purposes of beneficiary determination and benefit selections.

## **POLICY ON RETIREMENT**

### **HEALTH AND DENTAL FOR RETIREEES**

8. Any employee who has completed 20 years of service or met the rule of 75 (age plus years of service equals 75) will have their health and dental insurance paid by the District. Prior Loving County Employment time shall qualify towards this benefit.
9. Any employee with 8 years of service and retired, been terminated without cause, or voluntarily terminated employment shall be offered the option of remaining on the District's Group Health & Dental plan by paying their own premiums by the specified time each month.
10. All payments must be received by the Loving County Treasurer no later than the 15<sup>th</sup> of each month prior to the month of coverage.
11. No statements will be sent out.
12. Notification will be made if adjustments are made to premiums.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON SOCIAL SECURITY/MEDICARE**

**SOCIAL SECURITY/  
MEDICARE** 1. All District employees shall participate in the Federal Social Security/Medicare program which provides certain retirement, disability, and other benefits.

**CONTRIBUTIONS** 2. Contributions to this program shall be made by deductions from each employee's pay check in accordance with the requirements of this program.

3. The District shall contribute an amount equal to the employee's contribution in accordance with the requirements of this program.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON DISTRICT PROPERTY**

**RESPONSIBILITY**

1. Each District employee shall be responsible for the care, maintenance, proper use, and upkeep of any District equipment assigned to him/her.

**PERSONAL USE**

2. Personal use of District equipment, supplies, copiers, and any other District property shall not be permitted.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON CONFLICT OF INTEREST**

**CONFLICT OF  
INTEREST**

1. Employees of Loving CAD shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a District employee.
2. Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

**PROHIBITED**

3. Activities which constitute a conflict of interest shall include but not be limited to:
  - a. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the District, that might reasonably tend to influence the employee's performance of duties for the District or that the employee knows or should know is offered with the intent to influence the employee's performance;
  - b. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
  - c. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the District;
  - d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the District;
  - e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a District employee in favor of that person.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON POLITICAL ACTIVITY**

**POLITICAL  
ACTIVITY**

1. Employees of Loving CAD shall have the right to support candidates of their choice and to engage in political activity during their personal time.
2. District employees shall not:
  - a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
  - b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
  - c. Use any equipment, property or material owned by the District for political activity or engage in political activity while on duty for the District.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON SEXUAL HARASSMENT**

**POLICY**

1. Sexual harassment is strictly prohibited by Loving CAD, whether committed by an elected or appointed official, department head, or co-worker. Loving CAD does not tolerate harassment in the workplace of its employees by non-employees. It shall be the policy of Loving CAD to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the District becomes aware.
2. Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment.

**DEFINITION**

3. Sexual harassment shall include, but not be limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where:
  - a. Submission to such conduct is either an expressed or implied condition of employment;
  - b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
  - c. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

**CLAIMS**

4. All claims of sexual harassment shall be taken seriously and investigated promptly, thoroughly and as is consistent with the investigation; confidentially.
5. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

**CLAIMS (cont.)**

6. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment or those employees who cooperate in the investigation of a complaint.

**REPORTING**

7. Employees who feel they have been sexually harassed should immediately report the situation to the Chief Appraiser.
8. If, for any reason, the employee feels that reporting the harassment to the Chief Appraiser may not be the best course of action, the report should be made to a member of the Board of Directors.
9. The Chief Appraiser or Director to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.
10. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

Use the following procedures so that your complaint maybe resolved quickly and fairly.

- 1) When practical, confront the harasser and ask them to stop the unwanted behavior.
- 2) Record the time, place and specifics of each incident, including any witnesses.
- 3) Report continuing harassment to the Chief Appraiser or a member of the Board of Directors.
- 4) If a thorough investigation reveals that unlawful harassment has occurred, Loving CAD will take effective remedial action in accordance with the circumstances up to and including termination.

**OTHER RIGHTS**

11. Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to sexual harassment charges.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON PAY PERIODS AND TIME SHEETS**

**PAY PERIOD**

1. The pay period for non-exempt Loving CAD employees shall be a semi-monthly pay period with the pay period dates being the 15<sup>th</sup> and the last day of each month.
2. The pay period for exempt Loving CAD employees shall be a monthly pay period with the pay period date being the 15<sup>th</sup> of each month.
3. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

**TIME SHEETS**

4. Each employee shall be required to fill out a time sheet to be turned in to the Chief Appraiser on the last day of each pay period.
5. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.
6. Time sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a time sheet, a governmental record is a Class "A" Misdemeanor.

**PAY ADVANCES**

7. Advances in pay shall not be made to any employee for any reason.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON COMPENSATION**

**APPLICATION**

1. This policy shall apply to all District employees.

**SALARY/HOURLY  
EMPLOYEES**

3. All non-exempt District employees shall be paid an hourly salary. Some employees may have the classification of hourly employees paid on a salary basis. Exempt employees shall receive a weekly salary for all hours worked.

4. For full time non-exempt employees, the monthly salary compensates the employee for all hours worked up to 40 in any workweek.

5. For part time regular employees, the monthly salary compensates the employee for all hours worked in a workweek up to the amount designated by the District for the position.

**TEMPORARY**

6. Temporary employees shall be paid hourly at least the minimum wage established by the Fair Labor Standards Act, as amended.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON PAYROLL DEDUCTIONS**

**REQUIRED  
DEDUCTIONS**

1. Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deductions required by law.

**RETIREMENT**

2. Employees eligible for membership in the Texas County and District Retirement System shall have their contributions to that system deducted from each paycheck.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON WORK SCHEDULE AND WORKWEEK**

**WORK SCHEDULE**    1. The normal hours of work for most positions in the District shall be from 9:00 a.m. until 5:00 p.m., Monday through Friday.

**WORKDAY**            2. The workday for the District shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

**WORKWEEK**         3. For purposes of recordkeeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Loving CAD shall begin at 12:01 a.m. on each Sunday and end seven (7) consecutive work days later (168 hours).

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON HOURS WORKED AND OVERTIME**

**HOURS WORKED**

1. Hours worked shall include all time actually spent in the service of the District as defined in the Fair Labor Standards Act (FLSA) and its regulations.

**OVERTIME  
APPLICATION**

2. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA.

**OVERTIME  
DEFINITION**

3. Overtime shall include all time actually worked for the District in excess of 40 hours in any workweek.
4. Paid leave, holidays, and vacation shall not be counted in determining if overtime has been worked in any workweek.
5. Except in emergency situations, an employee shall be required to have authorization from the Chief Appraiser before working overtime.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON OVERTIME COMPENSATION**

**POLICY  
APPLICATION**

1. This policy shall apply to all District employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA).

**OVERTIME  
COMPENSATION**

2. Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA.
3. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 1/2) times the amount of overtime worked.

**MAXIMUM  
COMPENSATORY  
TIME**

4. The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 35 hours
5. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 1/2) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

**USE OF  
COMPENSATORY  
TIME**

6. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works.
7. Compensatory time may be used for any purpose desired by the employee.
8. The District shall have the right to require employees to use earned compensatory time at the convenience of the District.

## **POLICY ON OVERTIME COMPENSATION**

### **TERMINATION**

9. 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 FLSA.

### **RECORDKEEPING**

10. Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.
11. The Chief Appraiser shall be responsible for keeping records of all compensatory time earned and used by each eligible District employee and shall update the balance due to each employee at the end of each pay period.

### **OTHER ISSUES**

13. Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the Fair Labor Standards Act and the regulations issued by the Department of Labor to administer that Act.

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON GRIEVANCES**

**PROCEDURE**

1. Any employee having a grievance related to his/her job should discuss the grievance with the Chief Appraiser.
2. **The decision of the Chief Appraiser is final in all grievances.**

**LOVING COUNTY APPRAISAL DISTRICT  
POLICY ON DRUGS AND ALCOHOL**

- PURPOSE**
1. The purpose of this policy shall be to establish a drug and alcohol-free workplace to help ensure a safe and productive work setting for all employees.
- APPLICABILITY**
2. This policy shall apply to all employees of Loving CAD regardless of rank or position and shall include temporary and part-time employees.
- POLICY**
3. The following shall be a violation of this policy:
    - a. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance or drug paraphernalia on County/District property.
    - b. Being under the influence of alcohol or illegal drugs while on County/District property or while on duty for the District.
    - c. The unauthorized possession or use of prescription or over-the-counter drugs while on County/District property or while on duty for the District.
    - d. The use of prescription or over-the-counter drugs, while on County/District property or while on duty for the District, in a manner other than that intended by the manufacturer or prescribed by a physician.
- DEFINITIONS**
4. **A controlled substance** shall include any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. (A copy of this information is available for review in the District Office.)

## POLICY ON DRUGS AND ALCOHOL

- DEFINITIONS (cont.)**
5. **County/District property** shall include all County/District owned, rented, or leased real property such as buildings, land, parking lots etc. and property used by employees such as vehicles, lockers, desks, closets, storage areas, etc.
  6. **Drugs** shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
  7. **Drug paraphernalia** shall include equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise inducing into the human body an illegal drug or controlled substance.
  8. **Illegal drug** shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.
  9. **Under the influence** shall be defined as a state of having a blood alcohol concentration of 0.08 or more where “alcohol concentration” has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

### **POLICY VIOLATIONS**

10. Any employee who violates this policy shall be subject to disciplinary measures up to and including termination.

### **PRESCRIPTION DRUGS**

11. Employees taking prescription medications shall be required to notify their supervisor of any possible effects the medication might have regarding their job performance and physical/mental capacity.

## **POLICY ON DRUGS AND ALCOHOL**

### **PRESCRIPTION DRUGS (Continued)**

12. Any information concerning prescription medications being used by an employee, and any other medical information of which the supervisor becomes aware, shall be treated as confidential information.

### **TREATMENT**

13. Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.

14. Information on benefits provided for treatment of alcohol and drug problems through the District's medical insurance program is available in the employee's insurance coverage booklet.

### **RESERVATION OF RIGHTS**

15. Although adherence to this policy is considered a condition of continued employment, nothing in this policy shall alter an employee's status and shall not be deemed a contract or promise of employment.

# PERSONNEL MANUAL ACKNOWLEDGEMENT

I have received a copy of the Loving County Appraisal District Personnel Manual that outlines my benefits and obligations as a District employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the District. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Loving County Appraisal District Personnel Manual is not a contract of employment. I understand that my employment may be terminated by either myself or the District, at any time, with or without cause, and with or without notice.

I understand that this policy manual is intended only to provide guidance in understanding Loving County Appraisal District policies, practices and benefits. Except for the policy of "At-Will" employment, I understand that Loving County Appraisal District retains the right to change this policy manual, and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Loving County Appraisal District employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers, to continually make suggestions for improvements and to display a spirit of team work and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the District's discretion.

Any questions that I have had have been raised and answered to my satisfaction and I therefore sign this manual acknowledgement with a full understanding of its terms and conditions.

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Signature of Employee

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Printed Name of Employee

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Date Signed



