

MORRIS COUNTY APPRAISAL DISTRICT PERSONNEL POLICIES

MORRIS

COUNTY

APPRAISAL

DISTRICT

AMENDED 9/25/08

Word.employee & retirement/personnel policies updated 12/08 K

P R E F A C E

IN ACCORDANCE WITH SENATE BILL NO. 621 AS ENACTED BY THE
LEGISLATURE OF THE STATE OF TEXAS: SUBCHAPTER A, SECTION
6.01 (A) APPRAISAL DISTRICTS ARE ESTABLISHED IN EACH
COUNTY.

SECTION 6.03 – BOARD OF DIRECTORS

THE APPRAISAL DISTRICT IS GOVERNED BY A BOARD OF FIVE
DIRECTORS

THE MORRIS COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS
HAS ASSUMED THE ROLE OF IMPLEMENTING THE PROPERTY TAX
CODE, EMBODIED IN SENATE BILL NO. 621, AT LOCAL LEVEL.

THE POLICIES PREPARED IN THIS BOOK ARE WRITTEN WITH THE
ASSUMPTION THAT NO POLICY IS IN CONFLICT WITH THE TAX CODE.

FROM TIME TO TIME OTHER POLICIES WILL BE ADOPTED. SOME WILL
BE NEW, WHILE OTHERS WILL BE AMENDED VERSIONS OF PRESENT
POLICIES.

AS NEW OR AMENDED POLICIES ARE ADOPTED, THE EMPLOYEES
HANDBOOK WILL BE UPDATED TO REFLECT THE LATEST VERSION
OF POLICES.

MORRIS COUNTY APPRAISAL DISTRICT

CODE OF ETHICS

Rule 627

- 1) A registrant shall assess property in his jurisdiction on a fair and equal basis to the best of his ability, using the estimated true market value as the basis for judgment except when required otherwise by the Texas Constitution or by law.
- 2) A registrant shall hold confidential any information received while performing duties as an assessor, which could be used for personal gain, unless the information is public information or is required by law to be public.
- 3) A registrant shall avoid speaking or writing, or engaging in any other act of willful or capricious intolerance while performing the duties of appraising or assessing property for a taxing jurisdiction.
- 4) A registrant shall not accept an assignment for assessing services if his or her employment is contingent on the reporting of a specific predetermined amount of value or, is contingent on the reporting of specific findings other than those known by the assessor to be facts at the time of the accepting of the assignment.
- 5) A registrant shall not accept remuneration other than the official salary or fee for assessing rendered if such remuneration is connected directly or indirectly with the duties and obligations undertaken as a practicing assessor for a taxing unit or central appraisal district.
- 6) A registrant shall not act in a manner or engage in a practice that is dishonest or fraudulent or involves deceit or misrepresentation that will bring discredit on the honor and dignity of the assessing profession.

MORRIS COUNTY APPRAISAL DISTRICT

STANDARDS OF PROFESSIONAL PRACTICE

Rule 625

The Board of Tax Assessor Examiners hereby adopts the following standards of practice for the assessing profession in Texas. Said standards shall not be operative or effective until approved by a majority of the Registered Professional Assessors practicing in Texas.

- 1) Persons registered shall not practice assessing or appraisal of property for ad valorem tax purposes in a manner which violates any provision of the Assessors Registration and Professional Certification Act nor shall they advocate the violation of, or induce another to violate, said Act.
- 2) Persons registered shall not violate the Assessors Code of Ethics prescribed and adopted by rule of this Board nor shall they aid or encourage another to violate such Code of Ethics.
- 3) Should a complaint be filed with the Board of Tax Assessor Examiners against a registered assessor or permit holder, and notice of complaint has been properly communicated by the Board to the party being complained against, it shall be the duty of the professional against whom the complaint is made to answer said complaint, fully, in writing, and without undue delay. Said answer or response shall be filed with the Board of Tax Assessor Examiners.

USE OF THE MANUAL

This handbook is designed to give you a permanent reference to your employment the Morris County Appraisal District. Includes in an explanation about what is expected of you as an employee and facts concerning what you can expect from the Appraisal District as an employer, facts such as pay, benefits, promotion, leave, etc.

One copy of the handbook "Personnel Policies" will be given to each employee for a permanent reference. The original copy will be on file with the Chief Appraiser. Upon receipt of the Manual, each employee will be requested to sign an agreement acknowledging receipt of the handbook.

A PUBLIC EMPLOYEE

As an employee of the Morris County Appraisal District, you are a public employee with a responsibility to the citizens of Morris County. The quality of service provided by the Appraisal District to the citizens of Morris County depends upon the qualities of its employees. Your conduct on the job and the way you perform your duties are both subject to public scrutiny. Contacts which you may have with citizens are often times the only basis on which the Appraisal District is judged. Thus, you owe it to yourself and the Appraisal District to serve the public to the best of your ability in a courteous and responsible manner.

OPEN RECORDS INFORMATION

While the Open Records Act does provide for withholding the home addresses or telephone numbers of official or employees (or former officials or employees) of a governing body, there is a caveat.

3(a) of the Act provides that each such employee or official must choose whether or not to allow public access to their home address and telephone number. They must state their choice to the main personnel officer of the governmental body in a signed writing not later than the fourteenth day after the date of which the employee begins employment with the governmental body or the former employee ends service with the governmental body. If the employee or official fails to report within that period, the information is subject to public access. However, 3(a) does go on to provide that if the employee or official fails to designate within the required fourteen day period, he or she may do so at a later time by requesting in writing that the governmental body close access to the information.

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I. APPLICABILITY

These policies shall apply to all employees of the Morris County Appraisal District (hereinafter also called District), except in those instances when they are in conflict or contrary to either Texas State Statutes and Law or laws and/or regulations of the United States Government.

II. STATEMENT OF PERSONNEL POLICY

- A. The purpose of this personnel policy is to ensure equitable treatment of all District employees, to make all employees aware of their rights and privileges and what they can expect from the District as well as what the District expects from them.
- B. In terms of policy, employment with the District shall:
 - 1. Be based upon technical qualifications and overall fitness of the employee for the position.
 - 2. Be subject to the employee's good behavior and satisfactory performance of work, as well as the District's availability of funds.
 - 3. Provide just and equitable incentives, compensation, and conditions of employment with persons having similar duties and responsibilities being compensated.
 - 4. Honor and protect the rights and interests of employees consistent with the best interest of both the District and the citizens of Morris County.

III. ORGANIZATION

- A. The District is operated under the direction of a governing body known as the Appraisal District Board of Directors. The Board adopts policies and sets rules and regulations for the operation of the district. The policies, rules and regulations are implemented by the Chief Appraiser who is appointed by the Board to administer the business of the District. The duties of the Chief Appraiser and the Board of Directors are set out in Chapter 6, Texas Property Tax Code.
- B. The District Board is directly responsible to the taxing jurisdiction within the county for the manner in which the District is administered.
- C. Certain responsibilities for administration must be delegated to department heads, supervisors, and ultimately each employee. Each department is responsible to the Chief Appraiser and the Chief Appraiser is directly responsible to the District Board of Directors for efficient operation of the District.

IV. HIRING PROCEDURES

A. GENERAL

All appointments to positions of employment within the District will be made with regard to merit and fitness without regard to Race, Color, Creed, Sex or National Origin. Discrimination will not be practiced or tolerated in the District. The District does not discriminate on the basis of disability and will provide reasonable accommodation for the disabled that does not result in an undue hardship. Nepotism laws (Art 5996a, V.T.C.S.) and prohibitions regarding conflicts of interest (Tax Code and Local Gov't Code) will be strictly interpreted.

B. APPLICATION

1. All persons desiring to be employed by the District should complete an application to be provided by the District. The applicant will be contacted by the Chief Appraiser for further evaluation.
2. The District reserves the right to require testing for drug use by the applicant and to require a physical examination.
3. The Chief Appraiser or personnel director may interview the applicant, although is not required to do so.
4. The Chief Appraiser is responsible for all hiring decisions, shall complete all necessary employment and benefit forms, and provide orientation programs for applicants who accept employment.

C. TRAINING / PROBATIONARY PERIOD

1. The first three months of employment will be a training period for each employee. Performance of the employees will be carefully observed by the Chief Appraiser to evaluate the work of the employee and to aid in adjustment to the job. The Chief Appraiser will submit a report to the Board stating whether or not performance has been satisfactory at the end of the period. An employee may be removed at any time during this training period for unsatisfactory performance.
2. At the completion of the training period, a thorough review is conducted and the employee is either certified as a regular employee or terminated.
3. The purpose of the training period is to determine that the employee can and will perform satisfactorily. It provides a period of training wherein the Chief Appraiser may help the employee succeed.

D. NEPOTISM

1. Any immediate relative, whether blood or marriage, of an employee shall not be employed.
2. The Chief Appraiser and all staff personnel shall read and understand Article 5996a V.A.T.S. and govern themselves accordingly.

Article 5996a “Nepotism” states as follows:

“No officer of this state nor any officer of any district, county, city, precinct, school district, or other municipal subdivision of his state nor any officer or member of any state district, county, city, school district or other municipal board or judge of any court, created by or under the authority of any general or special law of this state, nor any member of the Legislature, shall appoint, or vote for, or confirm the appointment to any office, position, clerkship, employment or duty, of any person related within the second degree by affinity or within the third degree by consanguinity to the person so appointing or so voting, or to any other member of any such board, the Legislature, or court of which such person so appointing or voting may be a member, when the salary fees, or compensation of such appointee is to be paid for, directly or indirectly, out of or from public funds or fees of office of any kind or character whatsoever; provided, that nothing herein contained, nor in any other nepotism law contained in any charter or ordinance of any municipal corporation of this State, shall prevent the appointment, voting for, or confirmation of any person who shall have been continuously employed in any such office, position, clerkship, employment or duty for a period of one (1) year prior to the election or appointment of the officer or member appointing, voting for, or confirming the appointment or to the election or appointment of the officer or member related to such employee in the prohibited degree. When a person is allowed to continue in an office, position, clerkship, employment, or duty because of the operation of the exceptions contained in the two forgoing provisions then the judge, legislator, officer, or member of the government body who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, re-employment, change in status, compensation, or dismissal of such person, if such action applies only to such person and is not taken with respect to a bona fide class or category of employees.

E. AGE

All regular employees of the District must be at least 18 years of age.

F. CATEGORIES OF EMPLOYMENT

All appointments will be made to one of the following categories:

1. Regular Full Time - requiring service for the full work day. (8 hrs)
2. Regular Part Time - requiring service for a fraction of the full work day or less than 35 hours per week.
3. Temporary – requiring service that will last for a limited period of time, not to exceed 6 months in any 12 month period. Temporary employees are not eligible for retirement, group life or health, insurance, sick and vacation leave, holidays or merit increases.
Appointment limited duration shall be on a “Temporary” basis.
4. Regular Part – Time and Temporary - These employees are ineligible for any benefit not specifically mentioned in these policies, and the District is not responsible for any act by these persons in the course of their employment or otherwise.

G. LOYALTY

Every District employee and official is expected to be loyal to the Morris County Appraisal District by supporting and complying with State Laws and complying with instructions and regulations promulgated by the District Board of Directors and the Chief Appraiser.

H. PREJUDICE

No employee shall display prejudice for or against people or organizations that might affect the cordiality of their contacts with other employees or with the public.

V. PROMOTION, RESIGNATION, AND TERMINATION

A. PROMOTIONS

It is the policy of the District to provide promotional opportunities whenever possible to qualified personnel. Positions will be filled on the basis of merit, aptitude, experience, ability, education and attitude. Promotions will be recommended by the Chief Appraiser and approved by the Board of Directors.

B. RESIGNATIONS

Employees who resign their employment with the District shall be deemed to be terminated in good standing, if reasonable notice is given at least two weeks before the effective date, in writing, to the Chief Appraiser or their intention to resign and if other circumstances of the resignation are such as to justify good standing. Any employee who gives less than a two week notice is subject to forfeiture of accrued vacation pay.

C. TERMINATION

When a Temporary employee is terminated for any reason he/she shall be entitled only to wages earned. Permanent employees employed for more than twelve (12) months who (1) are laid off due to a reduction in force, (2) retire, or (3) resign will receive all wages due earned vacation leave on a pro-rated basis.

All employees of the Morris County 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 and may be, but is not required to be, preceded by a period of time to be

determined by 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 judgement and discretion of the Chief Appraiser, the best interest 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. Furthermore, the personal policy may be amended at any time at the discretion of the Board of Directors as it deems appropriate, and any such amendment shall be in full force and effect from the time of its adoption by the board as to all employees, whether said employees were hired before or after such amendment.

VI. COMPENSATION PLAN

A. GENERAL

The compensation plan will be the budget adopted by the District Board of Directors on an annual basis. An automatic cost-of-living and salary adjustment is not implied and can be approved by the District Board of Directors. Each employee's salary will be listed individually on the budget by position.

B. PAY PERIOD

1. Pay rate will be monthly. All employees will be paid a monthly salary and will receive pay on a monthly basis.
2. Discrepancies in payroll checks resulting in underpayment or otherwise should be brought to the attention of the Chief Appraiser or the designated payroll supervisor.
3. The official paydays for employees are on the 20th of the month.
4. Deductions will be made from paychecks each pay period for those required by law and those which are authorized. Check stubs serve as a regular statement of earnings and deductions.

C. OVERTIME PAY

As a matter of policy, the Appraisal District pays straight salaries and expects duties to be performed during normal working hours. Employees who are not administrative positions and who work in excess of forty (40) hours per week shall be paid overtime, if the work is authorized by the Chief Appraiser. Overtime shall be paid at the rate of one and one-half (1 ½) times the regular rate. The Chief Appraiser and other administrative/supervisory or professional personnel including Appraisers and Collection Managers shall not receive overtime pay. (see also VII LEAVE, (N) . COMPENSATORY LEAVE)

D. TIME AND ATTENDANCE

1. Working hours will be 8:00 a.m. to 4:30 p.m. Monday through Friday. The District office will close during the lunch period from 12:00 to 12:30.
2. The daily lunch period is for 30 minutes. Employee's lunch hour will be arranged accordingly by the Chief Appraiser.
3. The standard work week will be forty (40) hours, consisting of five (5) standard work days.
4. There will be two (2) daily coffee breaks allowed for 15 minutes each. These periods allowed are not cumulative.

E. TERMINATION PAY

All employees who leave the employment for any reason shall receive all pay due them with the following qualifications.

1. Regular employees who have completed their training period and resign in good standing shall receive such pay.
2. Regular employees who retire are entitled to all benefits that accrue to those who resign in good standing.
3. Regular employees who expire, whether while actively employed or on leave, shall have the benefits paid their respective estates just as if they had resigned in good standing.
4. Regular employees who are dismissed as a result of any criminal conviction shall forfeit their accrued vacation.
5. Regular employees who give less than two (2) weeks notice before resigning shall forfeit their accrued vacation.
6. Regular employees who are dismissed shall be given two week's notice and be given two weeks' pay with their terminal pay.

VII. LEAVE

A. VACATION

1. Annual vacation is provided for all regular – full time employees.
2. Vacation time is earned:

<u>Length of Service</u>	<u>Days Earned</u>
1 year	5 days
2-4 years	10 days
5-10 years	15 days
11 years	20 days

3. Temporary and Part Time Employees do not accrue vacation time, nor do employees who do not complete the training period.

4. Vacation time may not be carried over into another year unless authorized in writing by the Chief Appraiser.
5. Vacation Scheduling:
 - a. The Chief Appraiser shall ensure that all eligible employees take the full amount of vacation due them each year.
 - b. Vacations should be scheduled in writing, at least 30 days in advance to allow planning which will minimize the effect of the vacationing employee's absence. A form provided by the District must be completed and turned in for approval before vacations will be granted.
 - c. Normally, employees with longer service will be given preference in vacation scheduling.
 - d. There will be no unearned vacation granted to any employee.
 - e. Department heads will have the authority to ask for changes in the vacation schedules for any employee in their department if the work load requires it, or if the other employees are absent for any other reason.

B. SICK LEAVE

1. The District shall grant 9 days per year sick leave for all regular – full time employees. Sick leave may be accumulated to a maximum of 40 days. No one will receive compensation for accumulated sick leave time.
2. Sick leave accumulation begins immediately upon employment; however, an employee become a regular – full time employee in order to take paid sick leave.
3. Temporary and part time employees are not eligible to accrue or take sick leave with pay.
4. An employee who becomes ill and cannot report to work shall notify his/her department head within a reasonable period of time. Failure to make proper notification without valid reasons constitutes absence without pay.
5. When an employee exceeds the amount of accrued sick leave, the employee shall then be allowed to take accrued vacation time in order to remain on the payroll. When vacation time is totally used, the employee then is removed from the payroll and will be placed on unpaid leave of absence.
6. Abuse of sick leave shall constitute grounds for disciplinary actions. Sick leave shall not be used to take care of personal business, travel or any reason other than illness of self or immediate family members, family emergency or death in the employee's immediate family.

C. PAY IN LIEU OF VACATION / SICK LEAVE

1. It shall be the policy not to pay an employee a payment in lieu of sick leave except as termination pay up to the termination date. Accrued termination time off for sick leave not taken will be allowed up to the termination date for employees who resign in good standing upon individual approval by the Board of Directors.
2. It shall be the policy not to pay an employee a payment in lieu of vacation except as termination pay.

D. DISABILITY LEAVE

Each full time employee who is temporarily disabled in line of duty shall receive worker's compensation benefits for their disability without charge against their vacation time, subject to the following conditions:

1. Provided that the disability resulted from an injury or illness sustained directly in the performance of the employee's work, as provided in the State's Worker's Compensation Act.
2. If incapacitated for his/her regular assignment, the employee may be given other duties with the District for the period of recuperation. Unwillingness to accept such an assignment will make the employee ineligible for disability leave during the time involved.
3. A physician selected for approval by the Chief Appraiser shall determine the physical ability of the employee to continue working or when to return to work.
4. Disability leave shall NOT exceed sixty working days for any one injury.

E. MATERNITY AND ADOPTIVE LEAVE

All aspects of sick leave policy shall apply to maternity and adoptive leave except, that arrangements must be made as to the length an expectant employee will be taking unpaid leave of absence which cannot exceed ninety days unless there are medical reasons. Any extension of this period because of medical reasons must be approved by the Board of Directors.

F. COMPASSION OR EMERGENCY LEAVE

1. An allowance of five working days may be granted to an employee for serious illness of anyone in the immediate family of an employee. Any extension of this leave is at the discretion of the Chief Appraiser and must be secured by written permission. This type of leave is not cumulative and will be charged to accrued sick leave or personal leave, or, if there is no accrued sick leave or personal leave, charged as time off without pay.
2. An allowance of three working days with pay may be extended to an employee if there is a death in the immediate family. (personal leave) Immediate family shall be defined as an employee's husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother, sister, grandfather, grandmother, grandchild, brother-in-law, sister-in-law.

G. MILITARY LEAVE

Enlisted Reserve Corps Officer, Reserve Corps Reservists or National Guardsmen that are permanent District employees are entitled to two weeks leave of absence for reserve duty training with full pay less amount received for said reserve duty.

H. EDUCATION LEAVE

The district will provide for tuition, travel and fees for certification of personnel as required by State Law. Authorization for schools should be approved by the Chief Appraiser. It is recommended that NO education leave be taken the last week of October or January.

I. CIVIC DUTY

Jury duty and trial witness duty will be paid leave. Employee will retain any fees paid for their jury service. Sufficient time off to vote in National, State, County or Municipal elections will be allowed if such time does not interfere with Appraisal District Operations.

J. UNPAID LEAVE

At the discretion of the Chief Appraiser, leave without pay may be granted to any employee to take care of personal business needs.

K. ABSENCE WITHOUT AUTHORIZATION

Any employee failing to report for duty or failing to remain at work as scheduled, without proper notification or authorization or excuse, shall be considered absent without leave and shall not be paid for the period of absence involved. Such absence shall be grounds for disciplinary action.

L. LEAVES OF ABSENCE

1. Employees on paid leave of absence:
 - a. Will continue to participate in all benefit plans.
 - b. Will be paid for holidays occurring during the leave.
2.
 - a. Will pay their normal share of group insurance premium.
 - b. Will not be paid for holidays occurring during the leave.
 - c. Do not accrue sick leave days during the leave.
 - d. Will have their continuous service date revert to the last day worked prior to the start of the unpaid period.

M. PERSONAL LEAVE

The District shall grant 3 days per year personal leave for all regular – full time employees. Personal leave will not be accumulative. Requests for this leave must be approved by your supervisor and the Chief Appraiser. Under no circumstances will an employee be paid for unused personal leave.

N. COMPENSATORY LEAVE

As a matter of policy, the Appraisal District pays straight salaries and expects duties to be performed during normal working hours. However, the nature of some jobs may require extra work at times, which can be applied to compensatory time. Compensatory time shall be on the basis of time off for time worked. Compensatory time off should be taken within the same year it is earned and:

1. Compensatory time must be approved prior to working by the Chief Appraiser.
2. Time off for compensatory time must be approved by the Chief Appraiser.
3. No compensatory time shall be taken on a holiday.

O. HOLIDAYS

1. The following (14) holidays will be observed by the Morris County Appraisal District employees:

New Year's Day
Martin Luther King 's Day
President's Day
Good Friday
Memorial Day
July 4th
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day & Friday following
Christmas Day plus two extra days

2. All employees shall receive full pay for each holiday observed by the district. Holidays that fall during any approved, paid leave or absence shall not be charged as days of leave taken.

P. RELIGIOUS HOLIDAYS

Employees, who are members of religious faiths which celebrate widely recognized holidays that are not district holidays, may take leave for those days and charge such time against annual vacation leave.

VIII. TRAVEL

A. TRAVEL – OUTSIDE THE DISTRICT

1. All out of District travel by employees of the District must be authorized by the Chief Appraiser.
2. Transportation costs for District officials or employees authorized to travel on official District business, shall be paid for by the District on a direct or reimbursable basis. Travel expense will be paid on a per mile basis based on the IRS standard mileage rate.

3. Hotel or motel costs will be paid, however, receipts will be required for make such payments.
4. Food expense will be paid on a per diem basis. Total food allowance of \$24.00 per day allocated as follows:

Breakfast	\$ 6.00
Lunch	\$ 8.00
Dinner	\$10.00

B. AUTO ALLOWANCE-WITHIN BOUNDARIES OF APPRAISAL DISTRICT

Travel by employees within the boundaries of the Appraisal District, when it is required in performance of their duties, shall be reimbursed for use of their vehicle on a per mile basis, based on the IRS standard mileage rate. The real estate appraiser will be paid a monthly mileage flat fee as approved by the Board of Directors plus the per mile basis.

C. REIMBURSABLE EXPENSES

All requests for reimbursements related to the District operations shall be submitted by the claimant on the District's Expense Voucher. A daily log of actual mileage traveled in the performance of official business must be maintained by each claimant unless the mileage is taken from the Appraisal District Travel Expense form.

D. TRAVEL ADVANCES

Travel advances will be made to District officials and employees for out of town travel. These travel advances are only advances and should not be confused with reimbursements for travel. If the District owes the traveler money after the trip is completed, then the District will promptly pay upon the receipt of a travel voucher. It is expected that if the advance was larger than the actual expenses, then the traveler will submit this difference when their travel voucher is submitted. If no travel voucher is settled after two weeks from the travel period, then the whole amount of the advance will be deducted from the employee's next payroll check. If the travel advance section of this policy is abused, then the Chief Appraiser has the authority to place the abuser employee on a reimbursable basis only for travel.

IX. CONDUCT AND DISCIPLINE

- A. All employees are expected to report to work on time, remain in the office during standard office hours, and to be diligent in performance of their assignments. It is necessary for employees to leave the office during regular office hours, they should inform the Chief Appraiser.
- B. All employees shall maintain a high level of personal conduct, both on and off the job.
- C. All employees shall exercise the utmost care in the use of District property.
- D. All employees shall render courteous treatment to the public.

- E. No employee shall accept any gifts or favor from any person, firm, or corporation that might reasonably tend to influence him in the discharge of his official duties; or grant, in the discharge duties any improper favor, service or thing of value.
- F. No employee shall use his official position to secure special privileges.
- G. No employee shall grant any special consideration, treatment or advantage to any citizen, individual or group beyond that which is available to every other citizen, individual or group.
- H. No employee shall disclose information that could adversely affect the property, government or affairs of the District, nor directly or indirectly use any information gained by reason of their official position or employment for their own personal gain or benefit of for the private use of others.
- I. Employees shall not engage in outside activities which will interfere with the performance of the duties assigned to them in the employment of the District, or which might impair their independent judgement in the performance of their public duty.
- J. No employee shall use District supplies or equipment for any purpose other than to conduct District business.
- K. No employee shall engage in any dishonest or criminal act or any other conduct prejudicial to the District or that reflects discredit upon the District.
- L. Employees may be disciplined for dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment to the public, an other such acts.
- M. Discipline includes, but is not limited to, suspension without pay or other appropriate action.
- N. Employees who must be registered with the State for professional certification (i.e. appraiser) must maintain his / her registration; failure to do so will result in automatic termination.

X. GENERAL PROVISIONS

A. WORKING RELATIONSHIPS

It should be the responsibility of each employee to maintain high standards of cooperation with all employees and the public as well as efficiency and economy in their dealings with the District. Work shall be organized and directed toward achievement of these goals by all employees.

1. When work abilities, attitudes, personal productions or conduct of any employee falls below normal personnel standard, the Chief Appraiser should call this to the employee's attention. If the action or conduct is serious, this information will be documented in the employee's file.
2. All employees shall obey and carry out all orders given by the Chief Appraiser. If the employee has a complaint, the employee should follow procedures set forth in "Grievance Procedures".

B. POLITICAL ACTIVITY

All political activity not in accordance with the basic apolitical concepts of good management procedures is prohibited while employees are at work.

C. OTHER EMPLOYMENT

An employee is not restricted in any other employment as long as the employment does not conflict or affect their position with the District. It is, however, strongly suggested that all permanent employees notify the Chief Appraiser of any non-district employment.

D. TELEPHONES

All outgoing long-distance calls must be logged in on the line so designated by the employee making the call. Any personal long distance calls will be handled the same way. When the bills arrive, it is expected that each employee pay for their personal calls. Failure to adhere to this policy could be grounds for disciplinary action.

E. CHANGE OF PERSON DATA

Correct and accurate employment records are important both to the District and to the employee. Employees are urged to notify the District when the changes occur such as change of address, phone number, marital status, number of dependents, etc.

F. TOBACCO USE IN THE WORKPLACE

The Appraisal Office of the Morris County Appraisal District shall be a tobacco-free facility where use of any tobacco is prohibited. (amended 12/7/95)

XI. GRIEVANCE PROCEDURE

- A. Insofar as may be possible, it is the intent of the District to anticipate and avoid occurrence of complaints or grievances. When complaints and grievances do occur, they are to be resolved as quickly as possible, and whenever possible, at the supervisory level closest to the origin of the complaint or grievance. The complaint and grievance procedure assures an employee with a disagreement that he / she will be heard, the grievance will be discussed, and that corrective action will be taken if necessary.
- G. "Grievance" means a complaint from an employee that the District has violated, misinterpreted, or inequitably applied an existing law, resolution, policy, rule or regulation as it applies to the conditions of employment. A disagreement of a non-existing law, resolution, policy, rule or regulation is not a "grievance".
- C. If an employee has a complaint, he / she may present it to his / her immediate supervisor. No complaint or grievance can be resolved or corrected unless the employee's supervisor and management are aware of the complaint or grievance. The Chief Appraiser shall be ultimately responsible for all resolutions of grievances.

- D. Employees shall not be subject to reprisal for using the grievance procedure.
- E. Employees have a responsibility to use good judgment in exercising their rights under this procedure.
- F. No part of this grievance procedure is intended to create, and should not be construed to create contract rights, any expectation of continues employment, not changes to the employment “at will” status of personnel.

XII. EMPLOYEE BENEFIT PROGRAM

The following employee benefit programs are available:

A. INSURANCE

The District has a major medical plan for regular full-time employees. It is mandatory that all employees participate in this plan. The plan is through TAC – Texas County Association. The County treasurer send out portion in for coverage through the County. The District pays the premium of the employee up to an amount approved by the Board of Directors. If dependents are included, the employee pays the premium for the dependents’ coverage.

B. WORKERS COMPENSATION

All employees are covered under the Worker’s Compensation Insurance Act. The Act entitles an injured employee to be compensated for lost time due to an on-the-job injury.

C. RETIREMENT PLAN

The retirement Plan with Plan Data Retirement Program is mandatory for regular full-time employees. Retirement deductions are withheld from employees’ paychecks at a rate of 8% of gross pay. The District will match at 12%. If an employee resigns before he / she reaches retirement age, he / she may withdraw retirement deductions only, plus any interested earned. This retirement plan takes the place of Social Security.

D. MEDICARE TAX

The District shall deduct from the salary of an employee hired after March 31, 1986 the amount of Medicare tax required by law.

XIII. FORMS

It is the policy of the Appraisal District to have necessary forms available:

1. Travel Expense Forms - - All requests for reimbursement shall be in writing on forms provided by the Chief Appraiser.
2. Absent From Duty Forms - - To be filled out by the employee stating the date absent, hours or days used and cause of absence. This information is posted to the employees permanent record.
3. Compensatory Time Report - - To be filled out by employee who has worked in excess of normal working hours. This report should show the date, hours worked and reason for overtime.
4. Vacation Leave - - Request for vacation should be made as soon as possible.
5. Acknowledgment - - Acknowledgment of receiving Personnel Policies.

Health Insurance Forms - - Request for these forms should be made to Morris County, Nita Traylor County Treasurer.

VACATION LEAVE
SCHEDULE REQUEST

NAME: _____

REQUEST FOR VACATION LEAVE: To be completed if request is for more than one day leave. Write dates the request is being made for. At the far right indicate if these dates are certain or tentative.

Date Requested

Certain / Tentative

JANUARY _____

FEBRUARY _____

MARCH _____

APRIL _____

MAY _____

JUNE _____

JULY _____

AUGUST _____

SEPTEMBER _____

OCTOBER _____

NOVEMBER _____

DECEMBER _____

MORRIS COUNTY APPRAISAL DISTRICT

NAME _____

MONTH _____ YEAR _____

DATE	LOCATION VISITED *PERSON CONTACTED *DUTIES PERFORMED	MILEAGE

I CERTIFY THAT THE EXPENSES REPORTED HERE
ARE TRUE AND CORRECT AND THAT I AM DUE
REIMBURSEMENT FOR THE AMOUNT SHOWN IN
TOTAL AMOUNT DUE.

SIGNATURE _____

APPROVAL _____

VENDOR NO. _____

TOTAL MILEAGE _____

__x__.

AMOUNT DUE \$ _____

TOTAL MEALS _____

TOTAL LODGING _____

TOTAL AMT DUE _____

MORRIS COUNTY APPRAISAL DISTRICT ABSENT FROM DUTY REPORT

EMPLOYEE _____ MONTH _____

[illegible]

SIGNATURE OF EMPLOYEE_____

TURN IN MONTHLY!!!!

SIGNATURE OF EMPLOYER _____

POSTED TO EMPLOYEE RECORD CARD

Morris County Appraisal District
Policy Manual Acknowledgment of Receipt of Employee Handbook

The Employee Handbook contains important information about Morris County Appraisal District, and I understand that I should consult the Chief Appraiser regarding any questions not answered in the handbook. I have entered into my employment relationship with the Morris County Appraisal District voluntarily, and understand that there is no specified length of employment. Accordingly, either the Morris CAD or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Chief Appraiser may enter into an employment agreement for any specific period of time, or make any agreement contrary to the Morris CAD's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revision to the handbook may occur, except to the company's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors has the ability to adopt any revision to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Morris County Appraisal District following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Morris County Appraisal District's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgement or Receipt, retained one copy for myself, and return one copy to the Chief Appraiser on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name Printed

Chief Appraiser

Date