

RED RIVER COUNTY EMPLOYEE HANDBOOK



RED RIVER

EMPLOYEE HANDBOOK

RED RIVER COUNTY **EMPLOYEE HANDBOOK**

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1A- TRAVEL REGULATIONS

2A- TRAVEL REGULATIONS - JUVENILE PROBATION

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Red River County Employee Handbook that outlines my benefits and obligations as a Red River County employee. I understand that I am responsible for reading and familiarizing myself with the information in this handbook, which contains the county's general personnel policies. I will contact my immediate supervisor if I need clarification on any information in this handbook.

I further understand that the Red River County Employee Handbook is not a contract of employment. I understand that I am an at-will employee and that either the County or I may terminate my employment at any time, with or without cause, with or without notice.

I understand that this employee handbook is intended to guide you in understanding Red River County's policies, practices, and benefits. I understand that Red River County retains the right to change this handbook at any time and modify or cancel any employee benefits when the need for change is recognized.

I understand that as a county employee, I shall have no expectation of privacy when using county computers, networks, or other county-owned equipment. Improper use may result in discipline up to and including termination.

I understand that as a Red River County employee, I am expected to provide quality service to the public, work towards the highest degree of safety possible for my fellow workers, continually make suggestions for improvements, and display a spirit of teamwork and cooperation.

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

I understand that I may be subject to reasonable suspicion or post-accident drug and alcohol testing. Suppose I am required to have a Commercial Driver's License (CDL) for my county position. In that case, I will be subject to random, reasonable suspicion, post-accident, and follow-up drug and alcohol testing.

I understand the Red River County Policy will be available on the Red River County website <https://www.co.red-river.tx.us>

I have read and understand these policies, and I agree to abide by and adhere to them.

Printed Name of Employee

Signature of Employee

Date Signed

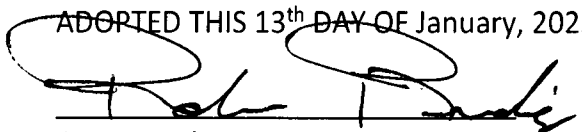
**COUNTY OF RED RIVER
COMMISSIONERS COURT ORDER**

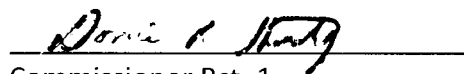
WHEREAS, the Red River County Commissioners Court desires to provide the employees of Red River County with a uniform format for dealing with various employment-related issues; and

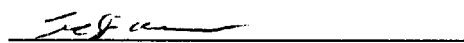
WHEREAS, the Red River County Commissioners Court wishes to adequately communicate to employees the policies and procedures of the County;

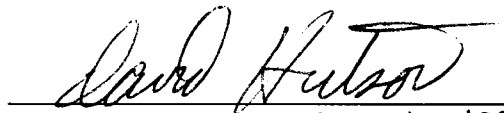
THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF RED RIVER COUNTY, TEXAS, THAT: Approve and adopt the RED RIVER COUNTY EMPLOYEE HANDBOOK.

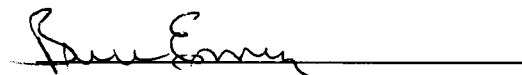
ADOPTED THIS 13th DAY OF January, 2025


County Judge


Commissioner Pct. 1

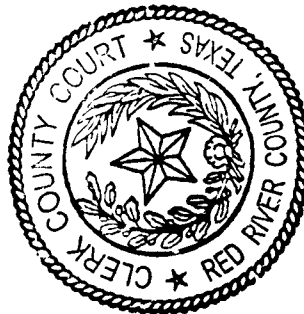

Commissioner Pct. 3


Commissioner Pct. 2 Signed 1/27/2025


Commissioner Pct. 4

Witnessed and Attested By:


Red River County Clerk



RESOLUTION FOR RED RIVER COUNTY

The undersigned have read the Red River County Employee Handbook adopted by the Red River County Commissioner's Court. I approve the Employee Handbook as an ELECTED OFFICIAL of Red River County. I approve the document as it reflects my commitment to Red River County employees and my commitment to conforming with appropriate state and federal laws.

I agree to be bound by the terms and conditions of the Red River County Employee Handbook, as witnessed by my signatures below.

Printed Name of Elected Official

Office of Elected Official

Signature of Elected Official

Date Signed

Red River County Employee Handbook

Welcome to Red River County!

We are excited to have you as an employee of Red River County. You were hired because the elected official, appointed official, or department head believes you can contribute to the success of Red River County and share our commitment to serving the public and our constituents with excellence.

Red River County is committed to providing excellent service to the public in all of our county offices. As part of the team, we hope you will discover that pursuing excellence is a rewarding aspect of your career here.

This employee handbook contains key policies, benefits, expectations of Red River County, and other information you will need. Each elected or appointed official may have detailed policies and procedures for their office.

Your job is essential to fulfilling our mission of serving our county constituents daily and meeting or exceeding their expectations. We achieve this through every Red River County employee's dedication, hard work, and commitment. You should use this handbook as a reference while you pursue your career with Red River County. Please consult with your elected official, appointed official, or department head regarding questions you may have concerning this employee handbook.

Welcome aboard!

Sincerely,

County Judge

Commissioner Pct. 1

Commissioner Pct. 3

Commissioner Pct. 2

Commissioner Pct. 4

SECTION 1: GENERAL POLICIES

A. COUNTY EMPLOYMENT

1A-1 EMPLOYMENT AT-WILL

All employment with Red River County shall be considered “at will” employment. No employment contract shall exist between any individual and Red River County for any specified or unspecified duration. No provision of this employee handbook shall be construed as modifying your employment-at-will status.

Red River County 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.

Red River County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice. Employees of Red River County shall have the right to leave their employment with the County at any time, with or without notice.

1A-2 EMPLOYEE STATUS POLICY

EMPLOYEE STATUS POLICY FOR OVER 50 EMPLOYEES

Each county position has an employee status identifying how the position is paid and how the Commissioners Court grants benefits. The status of a position cannot be changed without the approval of the Commissioners Court. This policy defines both health insurance and retirement benefits. Full-time employees will be eligible for health insurance. All other classifications must be included in the county initial and/or standard measurement periods for the Affordable Care Act.

Regular Full-Time: A full-time employee shall be any employee in a position who has a regular work schedule of at least 33.50 hours per week. Full-time employees are eligible for county health insurance and retirement benefits. Other county policies will dictate eligibility for other benefits. Employees may be non-exempt, hourly employees, or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime compensation. Red River County makes exempt status determinations based on the Fair Labor Standards Act.

Regular Part-Time: A part-time employee shall be any employee in a position who has a regular work schedule of less than thirty (30) hours per week. All regular part-time employees must be placed on TCDRS retirement regardless of the hours worked per week. Other county policies will dictate eligibility for other benefits.

Temporary Seasonal: A seasonal employee shall be hired into a position that lasts six (6) or fewer months and begins at approximately the same time each year. Examples may include, but are not limited to, lifeguards, summer mowers, and election workers. Seasonal employees can

be either part-time or full-time, and they may qualify for health insurance through the county under the Affordable Care Act, depending on the number of hours worked per week and the length of employment. Temporary seasonal employees are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

Regular Variable Hour: A variable hour employee shall be any employee for whom the county cannot determine the average amount of hours that the employee will work each week – hours are variable or indeterminate at the time of the employee’s start date. If the employee works an average of thirty (30) or more hours a week in the measurement period, the employee will be eligible for health insurance through the county under the Affordable Care Act. If an employee’s schedule becomes regular, the employee shall be reclassified as full or part-time, depending on the hours worked. Regular variable-hour employees are eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

Temporary Part Time: A temporary, short-term, part-time employee shall be any employee expected to work less than thirty (30) hours each week in a position expected to last for a specific period or until a specific project is completed, but no longer than 12 months. If this project goes beyond 12 months, the employee will move into a regular part-time status. Temporary short-term, part-time employees are not entitled to any benefits under the Affordable Care Act and are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

Temporary Full Time: A temporary short-term full-time employee shall be any employee expected to work for thirty (30) or more hours each week in a position expected to last for a specific period or until a specific program is completed but no longer than 12 months. If this project goes beyond 12 months, the employee will move into a regular full-time status. Temporary short-term full-time employees are not eligible for retirement benefits under TCDRS. Under the Affordable Care Act, temporary full-time employees will be eligible for county health benefits. Other county policies will dictate eligibility for other benefits.

Temporary Regular Variable Hour: A temporary variable hour employee shall be any employee for whom the county cannot determine the average amount of hours that the employee will work each week – hours are variable or indeterminate at the time of the employee’s start date. This position will be expected to last for a specific period or until a specific program is completed, but no longer than 12 months. If this project goes beyond 12 months, the employee will move into either a Regular Full-time or Regular part-time position. If the employee works an average of thirty (30) or more hours a week in the measurement period, the employee will be eligible for health insurance through the county under the Affordable Care Act. If an employee’s schedule becomes regular, then the employee shall be reclassified as temporary, full, or part-time, depending on the hours worked. Temporary variable-hour employees are not eligible for retirement benefits under TCDRS. Other county policies will dictate eligibility for other benefits.

1A-3 EQUAL EMPLOYMENT OPPORTUNITY

Red River County is an equal-opportunity employer. The county will not discriminate based on race, color, religion, national origin, sex, sexual orientation, including lesbian, gay, bisexual, or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law 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 state or federal law or where a bona fide occupational qualification exists. If an employee needs an accommodation due to a condition or status protected by law, please advise your elected official, appointed official, department head, or the county attorney.

1A-4 AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT

It is the policy of Red River County to prohibit any harassment of or discriminatory treatment of employees based on a disability or because an employee has requested a reasonable accommodation. Suppose an employee feels they have been subject to or witnessed such treatment. In that case, the situation should be reported to your elected official, appointed official, department head, or the county attorney. All elected officials, appointed officials, department heads, and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Red River County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the county. Under the Americans with Disabilities Act, as amended (ADAAA), reasonable accommodations may be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees. If you require accommodation, please contact your elected official, appointed official, department head, or the county attorney. Reasonable accommodation shall be determined through an interactive process of consultation.

1A-5 PERSONNEL FILES

The Red River County Treasurer's department will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, performance, discipline, and compensation records.

Red River County's personnel records must be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W2s returned, Red River County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information.

The Public Information Act allows county employees to keep their home addresses, home telephone numbers, social security numbers, emergency contact information, and information that reveals whether the employee has family members confidential. Employees may keep this information private by requesting in writing not to allow it to be released to the public no later than 14 days after their first day of employment.

1A-6 POLICY ON APPLICATION FOR EMPLOYMENT

JOB:

1. All full-time job openings in Red River County shall be posted for at least seven days. Announcements for job openings in Red River County may include, but are not limited to, local newspapers or radio advertisements, registration with the Texas Workforce Commission, or posting on the bulletin board at the Red River County Courthouse Annex.
2. The elected official will write up the requirements for the job and give them to the County Treasurer, who will be responsible for posting the job.
3. All full-time employee's shall be subject to a 90 day trial period. All benefits will not be in effect until end of 90 day trial period.

APPLICATION PROCEDURE:

4. Before an individual can be considered an applicant for employment with Red River County, he/she must complete an employment application.

SELECTION:

5. Each elected or appointed official or his/her designee shall be responsible for selecting the applicant he/she feels best meets the qualifications for an open position in his/her department.

DISQUALIFICATION:

6. The reason for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to, the following:
 - a.) The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying.
 - b.) The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process.
 - c.) The applicant has committed or attempted to commit fraud at any stage of the application process.
 - d.) The applicant is not legally permitted to hold the position.

- e.) The applicant or applicant's spouse is delinquent on tax owed to Red River County unless a payment agreement is in effect and the balance is current.

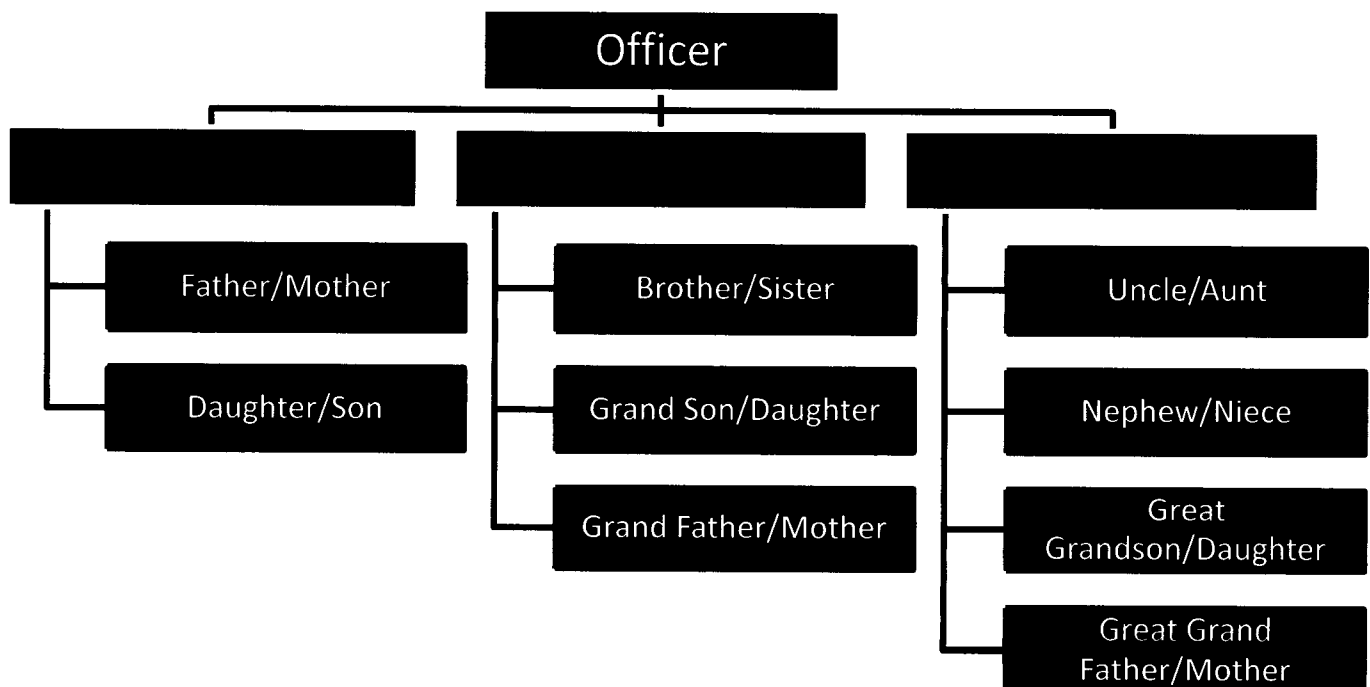
1A-7 NEPOTISM

Texas Government Code Chapter 573, a Public Official of Red River County is prohibited from hiring a relative related within the third degree of consanguinity (blood) or within the second degree of affinity (marriage) to work in a department they supervise or exercise control.

A degree of relationship is determined under Texas Government Code Chapter 573. (See the charts that follow.)

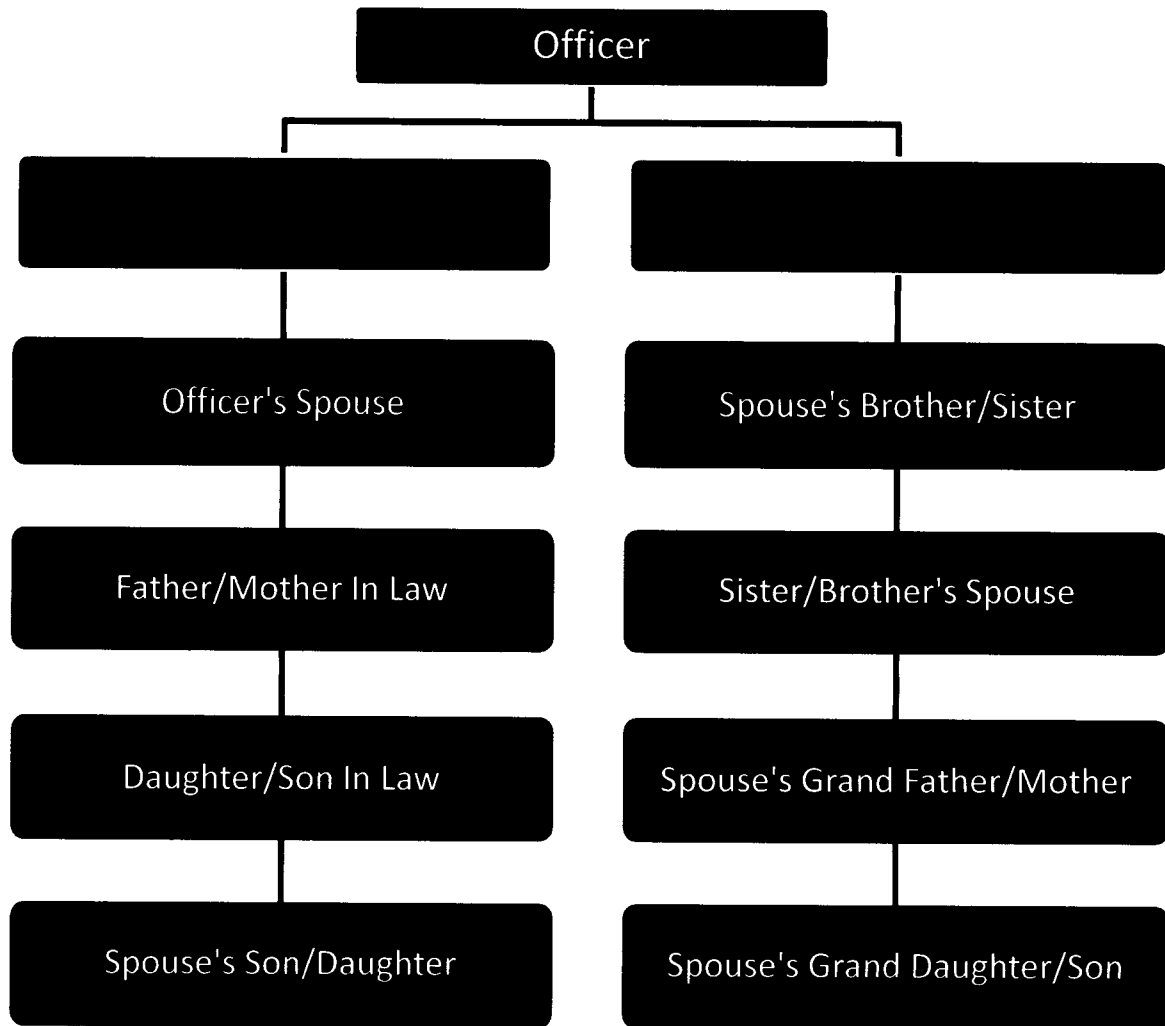
CONSANGUINITY KINSHIP CHART

(Relationship by Blood)



AFFINITY KINSHIP CHART

(Relationship by Marriage)



B. WORK RULES AND EMPLOYEE RESPONSIBILITY

1B-1 ATTENDANCE

As a Red River County employee, you are expected to be punctual and demonstrate consistent attendance.

Each employee shall report to work on each day they are scheduled to work and at the starting time set by their supervisor unless prior approval for absence is given by the supervisor or the employee cannot report for work because of circumstances beyond the employee's control. Suppose an employee cannot be at work at their regular reporting time. In that case, they shall be responsible for notifying their supervisor at least two (2) hours before their shift starts or as soon as it is reasonably practicable in the case of an emergency.

Each employee shall remain on the job until the regular quitting time established by the supervisor unless the supervisor permits them to leave early.

Each supervisor is responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused based on the circumstances causing the absence or tardiness. Frequent unexcused absences or tardiness, as determined by your immediate supervisor, may make an employee subject to disciplinary measures, up to and including termination of employment.

An employee who does not report for work for three (3) consecutive scheduled work days and who fails to notify their supervisor shall be considered to have resigned their position by abandonment.

1B-2 DRESS CODE

Red River County expects all employees to be well-groomed, clean, and neat at all times. Each official or department head will determine the type of attire that is acceptable. Employees must always act professionally and extend the highest courtesy to co-workers and the public being served. A positive attitude is essential to our commitment to customer service.

1B-3 TOBACCO/SMOKE-FREE WORKPLACE

Red River County strives to provide a healthy environment. Therefore, any tobacco or vaping consumed in county buildings and county vehicles is strictly prohibited. Smoking is also prohibited within ten (10) feet of the exterior entranceways.

1B-4 CONFLICT OF INTEREST

Employees of Red River County shall not engage in any employment, relationship, or activity that 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 their ability to make objective decisions regarding their work and responsibility as a Red River County employee.

Employees involved in conflict-of-interest situations shall be subject to discipline, up to and including termination, and these actions may have criminal consequences for employees.

Activities which constitute a conflict of interest shall include but not be limited to:

- 1) Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance; or
- 2) 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; or
- 3) Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair the independence of judgment in the performance of duties for the County; or
- 4) Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and their duties for the County; or
- 5) Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a Red River County employee in favor of that person.

1B-5 HARASSMENT

Red River County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts, or displays based on sex, including lesbian, gay, bisexual, or transgender status, sexual orientation or gender identity, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when: (1) the submission to the conduct is made a condition of employment; (2) the submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Red River County, whether committed by an elected official, appointed official, department head, co-worker, or non-employee with whom the county does business.

Employees who feel they have been harassed should immediately report the situation to the elected official, appointed official, or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the

official or department head may not be the best course of action, the report should be made to the County Judge or the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. While all harassment claims shall be handled with discretion, there can be no complete assurance of total confidentiality. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

Once the investigation is complete, the employee making the claim shall be notified of the result and any actions to be taken.

Retaliation against an employee who reports harassment or cooperates in the investigation is prohibited by law and this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected official, appointed official, or department head responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the official or department head may not be the best course of action, the report should be made to the County Judge or the County Attorney.

Remedial action will be taken based upon the circumstances when the county determines unlawful harassment or retaliation has occurred, up to and including termination.

1B-6 SEXUAL HARASSMENT

Sexual harassment is strictly prohibited by Red River County, whether committed by an elected official, an appointed official, a department head, a co-worker, or a non-employee of the county doing business. Red River County's policy is to provide a workplace free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. 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: (1) the submission to such conduct is either an expressed or implied condition of employment; or (2) the submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or (3) 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.

All claims of sexual harassment shall be taken seriously and investigated promptly and thoroughly. While all sexual harassment claims shall be handled with discretion, there can be no complete assurance of total confidentiality.

Employees who feel they have been sexually harassed should immediately report the situation to the elected official, appointed official, or department head who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the official or department head may not be the best course of action, the report should be made to the County Judge or the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

Once the investigation is complete, the employee making the claim shall be notified of the result and any actions to be taken.

Use the following procedures to resolve your complaint quickly and fairly.

- a) When practical, confront the harasser and ask them to stop the unwanted behavior.
- b) Record the time, place, and specifics of each incident, including any witnesses.
- c) Report continuing sexual harassment to the Elected Official, Appointed Official, or Department Head responsible for your department or to the County Judge or County Attorney.
- d) If a thorough investigation reveals that unlawful sexual harassment has occurred, Red River County will take effective remedial action based on the circumstances, up to and including termination.

Retaliation against an employee who reports sexual harassment or cooperates as a witness in the investigation is prohibited by law and this policy.

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected official, appointed official, or department head responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the official or department head may not be the best course of action, the report should be made to the County Judge or the County Attorney.

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

1B-7 POLITICAL ACTIVITY

Employees of Red River County shall have the right to support candidates of their choice and to engage in political activity during their personal time.

County employees shall not: 1) Use their official authority or influence to interfere with or affect the result of any election or nomination for office; 2) 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 3) Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

1B-8 OUTSIDE EMPLOYMENT

Red River County employees are expected to give their full and undivided attention to their job duties. They should not use Red River County facilities or equipment or their association with Red River County to carry on a private business or profession. Unless express approval is obtained in advance and in writing from their immediate supervisor, county employees should not engage in a profit-making business nor become involved with a non-profit organization outside of their employment with Red River County that interferes with the employee's assigned duties with Red River County.

1B-9 BREAKS

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk. The Texas Right to Express Breast Milk in the Workplace Act also imposes duties on public employers and, under other state laws, is applicable for the duration of a nursing mother's need to express breast milk. Red River County supports the practice of expressing breast milk.

Red River County will provide reasonable paid breaks for a nursing mother to express breast milk. The nursing mother will be allowed whatever time is needed to express breast milk.

The County will provide the nursing mother with a private location besides a bathroom. The location will be shielded from view, free from intrusion, and appropriate for expressing breast milk. The specific location will be determined on a case-by-case basis.

Red River County does not allow any retaliation against a nursing mother for asking for this break. Nursing mothers are entitled to this break for the duration they express breast milk. Reasonable accommodation will be provided for employees who express breast milk. An employee of the county who needs to express breast milk may not be discriminated against.

Each official or department head determines all other employee breaks, and the Fair Labor Standards Act does not require them to be given. If your department provides you with a break, it may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for a nursing mother; however, if paid breaks are provided for employees, a nursing mother must be given the same amount of paid break time.

1B-10 GRIEVANCES

Employees with a grievance related to their job should discuss it with their immediate supervisor.

Suppose the discussion with the immediate supervisor does not resolve the grievance, and the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department. In that case, the employee shall have the right to discuss the grievance with that official.

The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.

1B-11 DISCIPLINE

Each supervisor shall have the authority to administer discipline to employees in their department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity that the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

POLICY:

Officials and civilian employees, to the best of their ability, live up to the ideals expressed in the mission, code of ethics, and objectives of Red River County. All employees will obey agency *policies and procedures*, written and verbal orders, rules, directives, and standards of conduct. Noncompliance with these goals and standards results in disciplinary action and/or termination to improve individual and group performance.

PROCEDURES:

We cannot control many things while performing our jobs; however, discipline is one thing we can all agree needs to be fostered and enforced.

General Guidelines - Disciplinary Action:

Noncompliance or policy violation, conduct that interferes with operations that discredit the agency or is offensive or dangerous, is grounds for disciplinary action. Disciplinary action may be appropriate whether or not a written goal, objective, policy, procedure, order, rule, or directive explicitly prohibits such action. This policy does not attempt to define all errant behavior. Employees must try to comply with these guidelines' spirit and word.

Employees must perform assigned tasks efficiently and safely, following applicable quality standards and safety requirements.

All employees are expected to treat citizens, visitors, managers, supervisors, and others courteously and respectfully.

Disciplinary actions are based on the concepts of *equality and equity*. Red River County does not discriminate or show favoritism based on *sex, ethnicity, race, religion, color, age, or physical disability*.

The Official has the responsibility and right to determine the discipline and/or termination to be imposed for violations or noncompliance.

Progressive disciplinary measures are generally followed. However, *circumstances, employee attitudes, performance, and any extenuating and mitigating factors* may be considered when determining the discipline to be imposed.

Progressive discipline is generally defined as, and may include, but is not limited to, *counseling, warning, suspension, or any other remedial steps* deemed desirable, such as *demotion, permanent or temporary disqualification, transfer, wage reduction, training*, and/or imposing *conditions on continued employment*. Discharge from the office may be imposed for a first offense and at any point in a progressive chain, whether or not any other step(s) of progressive discipline have first been imposed.

In cases of serious misconduct, such as significant breaches of policy, violations of law, or threats to human life, procedures contained in this policy may be waived. Disciplinary action on the part of the office does not shield the employee from criminal or civil charges that may arise from their deliberate or negligent acts.

General Reasons for Disciplinary Action:

An employee may be disciplined or terminated for many reasons including, but not limited to:

1. Dishonesty, such as falsifying or altering any document, record, or report relating to the office and/or relating to employment, such as a time card, employment application, medical report, or expense reimbursement request; and providing false or misleading information and/or failing to provide truthful and complete information in a written or verbal report.

2. Repeated or severe violation of policies and procedures.
3. Violation of the law.
4. Conviction of a criminal offense, including a felony, certain misdemeanors, or any offense involving moral turpitude.
5. Insubordination to a superior.
6. Reporting to work under the influence of alcohol or any controlled substance not prescribed by a licensed physician.
7. Offensive conduct or language toward the public, superiors, or other employees.
8. Carelessness or negligence in the use of office property.
9. Accepting or encouraging the taking of a bribe.
10. Encouraging other persons to commit illegal or inappropriate acts.
11. Failing to report to work, court, or official duty assignments without reasonable cause or excessive tardiness.
12. Failure to observe starting, quitting, and/or break times.
13. Horseplay or dangerous acts.
14. Violation of security, health, safety, or environmental standards.
15. Careless workmanship, production, or use of equipment.
16. Competing with the interests of Red River County.
17. Theft, attempted theft, misappropriation, or willful property damage.
18. Distribution, transfer, sale, possession, or consumption at the workplace or on government property of any alcohol, intoxicant, or controlled substance that has not been prescribed for the one in possession, the recipient, or the one consuming.
19. Threatening, intimidating, harassing, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor, or co-employee, either by words or action.
20. Unauthorized disclosure of any confidential information.
21. Failure to report any accident, misconduct, or rule violation to an immediate supervisor.
22. Failing to cooperate with and/or provide information requested concerning any authorized investigation or inquiry.

Reporting of Disciplinary Action:

Whenever disciplinary action is used, the employee is, at a minimum, advised of:

1. The exact offense violated;
2. How the violation affects the ability to be an effective, efficient, or safe employee or adversely affect Red River County;
3. What the member must do to avoid future disciplinary action;
4. How much time the member has to correct the problem, and,
5. What further disciplinary action, including termination, will occur if performance does not improve?

Non-Disciplinary Action:

Not every supervisory interaction or intervention with a member should be construed as *discipline*. The following are examples of *non-disciplinary* courses of action:

1. **Supervisory Consulting:** Except in cases of culpability, correcting undesirable conduct may be handled by the Official in an informal atmosphere. This means taking the member aside and discussing the problem candidly and openly. These actions may or may not be formally documented on the first occasion, depending on the supervisor's discretion and the seriousness of the errant behavior. The supervisor documents repeat violations.
2. **Counseling:** Personal problems may sometimes interfere with the member's ability to perform typically. When the results are not severe enough for discipline but call for more formal corrective action, *counseling* is an excellent tool to help the member. Counseling is not a form of discipline but is a tool available to correct problems and refocus on performance priorities.

Steps of Progressive Disciplinary Action:

The steps of progressive discipline vary widely. The following are progressive steps that can be taken in efforts to discipline Red River County employees. It is unnecessary to start at step one if the seriousness of the employee's conduct exceeds that form of discipline. At the discretion of the Official, the following manners of discipline may be pursued:

1. **Written Warning or Reprimand:** Written warnings or reprimands are a way of recording the employee's infraction. Such records are placed in the employee's file and provided to the employee within 48 hours of the infraction.
2. **Suspension:** An employee may be suspended without pay by the Official. Suspension is the second step in discipline if the act, and/or the result of the act, is severe enough that a written warning or reprimand would not be sufficient for disciplinary action. The suspended member may appeal a suspension by stating justifiable grounds for their action in writing to the Official. The Official can vacate the suspension, increase the suspension time or terms, or let the decision stand.
3. **Demotion:** The employee may be demoted to a lower grade or lower responsibility position. Demotion as a form of discipline is intended to be punitive and can occur concurrently with a suspension.

4. **Termination:** If all other forms of discipline fail to correct the conduct of the employee or the actions of the employee are deemed severe, termination is the last resort.

Red River County retains the right to terminate the employment of any individual at any time for any legal reason or no reason, with or without notice. The County also retains the right to change any condition, benefit, privilege, or employment policy at any time, with or without notice.

1B-12 LICENSE AND CERTIFICATIONS

Red River County has many positions that require licenses and certifications. Each employee is responsible for maintaining all required licenses and certifications. Employees who cannot renew or lose a license or certification must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred, or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such license or certification is illegal under either Federal or State Law.

1B-13 WEATHER CLOSINGS AND EMERGENCIES

As a general practice, Red River County does not close its operations unless county employees' health, safety, and security are seriously questioned. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing.

The County Judge will notify all department heads for a public announcement. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing. However, each elected official controls the working hours of their employees, even in an emergency.

Many county departments are continuously operating public safety and service departments. Many county personnel will be required to work during emergency closings. Each official or department head is responsible for designating their employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

1B-14 CONFIDENTIALITY

Red River County is a public entity; however, some county employees acquire confidential (confidential, non-public) information due to their position with the county. This information must be protected. Employees who reveal confidential (confidential, non-public) information they have received due to their position may be subject to discipline up to and including termination.

Regarding the personnel information on employees of Red River County, much of the information in an employee's personnel file, including salary and job evaluations, is subject to disclosure under the Public Information Act; however, highly personal matters are typically not subject to disclosure. The county will adhere to the Public Information Act requirements.

1B-15 WHISTLEBLOWER

In good faith, an employee may report an alleged violation of a Red River County Policy or federal or state law to their supervisor, department head, or County Judge unless all of these persons are the alleged perpetrators of the alleged violation of policy or law. Suppose all listed persons are alleged to be involved in the violation. In that case, the employee may report the allegation to the Red River County District Attorney at 400 N. Walnut St., Clarksville, TX 75426. The county will investigate the reported activity.

An official, supervisor, department director, or any other employee is prohibited from taking adverse employment action against an employee who, in good faith, reports an alleged violation of County policy or federal or state law to a designated person, according to this policy.

An employee who intentionally makes a false report of wrongdoing may be subject to discipline up to and including termination.

An employee who, in good faith, believes they are being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact Red River Treasurer at 200 N. Walnut St., Clarksville, TX 75426.

An employee with a question regarding this policy should contact Red River Treasurer at 200 N. Walnut St., Clarksville, TX 75426.

C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

1C-1 COUNTY PROPERTY USAGE

Each county employee shall be responsible for the care, maintenance, proper use, and upkeep of any County equipment assigned to them. County employees shall only use equipment, tools, and other County property they are authorized to use. Personal use of county equipment, supplies, tools, and any other county property is not permitted and may result in discipline up to and including termination. Improper use may subject employees to criminal prosecution.

1C-2 COUNTY VEHICLE USAGE

Some employees may be required to use county vehicles for their jobs. Employees assigned county vehicles shall be responsible for these vehicles' care, maintenance, proper use, and

upkeep. Employees may only use the vehicles they are authorized to use. Employees may not allow other individuals to operate the vehicles they have been assigned.

If personal use of a county vehicle is permitted, the employee must keep a log of all personal miles driven, including those to and from work. These personal miles will be subject to payroll taxes at the current IRS rate following IRS rules and regulations.

Employees who operate vehicles must maintain a current active license for the operation of that vehicle. If they have any change in their license status, they must immediately notify their supervisor. An employee whose job involves the operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion, or termination if that license is suspended or revoked.

Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to their supervisor and the proper law enforcement or other authority. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and the County Judge.

1C-3 CELL PHONE USAGE

PURPOSE

1. Cellular phone technology is a valuable and appropriate tool supporting the operations and administrative role of Red River County employees. The acquisition and support of cellular phones are reserved for officials, department heads, and employees with communication needs requiring the flexibility inherent in this technology, as approved by the Red River County Commissioners Court.

POLICY DETAILS

2. The Red River County Cell Phone Policy covers workplace and operating motor vehicle usage. The policy also defines the responsibilities of a person who receives a cell phone allowance or a county-issued cell phone.

CELL PHONE USAGE

- 3.1 Work- Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and distract others. Employees should endeavor to make or receive personal calls during designated breaks, lunch, and periods before and after working hours. Excessive time spent on personal calls may warrant disciplinary action at the discretion of the Elected/Appointed Official or Department Head.

- 3.2 Operating a motor vehicle-** When operating a vehicle during one's employment, either county or personally owned, safe operation of the vehicle is the employee's primary responsibility; employees are personally liable for any misuse of a cell phone. Employees who need to take or make a call while driving must pull off the road and be parked safely before making or receiving a phone call or responding to a text message. The County shall not be responsible for disobeying any state, county, or other law or regulations prohibiting cell phone use. However, due to the nature of law enforcement and the inherent dangers and critical incidents associated with this job description, the need to communicate during exceptional and extraordinary circumstances and situations will not place restraints on deputies when and where they may communicate by cell phone. Statutes in the Texas Transportation Code Statute 545.4251 (d) states it does not apply to: (1) an operator of an authorized emergency or law enforcement vehicle using a portable wireless communication device while acting in an official capacity.

RECORD REQUEST

- 4.** All Red River County employees, officials, and department heads (regardless of whether they receive a cell phone allowance) must understand that using their cell phones for business purposes may be subject to disclosure under the Public Information Act and SB 9444. According to SB 944, it is clear that any employee who retains governmental records on a personal device (i.e., phone, tablet, laptop, etc.) is responsible for retaining that information until the kit is transferred to the County. Governmental records include, but are not limited to, texts, photos, or voice recordings. Not following regulations may result in disciplinary action by Red River County and criminal charges against the said employee of Red River County.

CELL PHONE ALLOWANCE

- 5.** County officials and select Department Heads whose job duties require constant communication may be entitled to extra compensation, in the form of a cell phone allowance, to cover the business-related expenses of operating a cell phone at the discretion of the Red River County Commissioners and according to budget. Administration of the cell phone allowances will be made between the Elected Appointed Official or Department Head and Human Resources/ Treasurer according to the current approved budget.

5.1 Responsibilities:

- 5.1.1** In order to receive a cell phone allowance, the employee must have a cell phone number allowance in place. Persons receiving a cell phone allowance are personally liable for any contractual agreement that they enter or any other arrangement for cell phone use. The cell phone allowance is intended to cover most of the cell phone

expenses related to work duties. However, the employee will pay any costs exceeding the amount of the cell phone allowance to the cell phone provider.

5.1.2 The phone is considered the employee's personal property. The employee will be responsible for the initial cell phone purchase, accessory equipment, and activation fees. The county will not reimburse any repairs, replacements, upgrades, or purchase of prepaid time for the phone device.

5.1.3 Employees will ensure the mobile telephone service is reliable in Red River County, Texas.

5.1.4 Anyone receiving a cell phone allowance that does not comply with the Red River County Cell Phone Policy will no longer receive compensation for a cell phone.

5.2 Fees for contract changes or cancellations:

5.2.1 Contract termination fees or changes (if assessed by the service provider) will not be paid or reimbursed by the County.

5.3 Payment of Allowance:

Once eligibility for allowance is determined, the allowance will be processed through Red River County Payroll as taxable income and is subject to standard payroll withholding to the extent required by Federal Law.

COUNTY OWNED AND ISSUED CELL PHONES

6. Red River County will provide an Android cell phone and related services as Red River County approves them. Cell phone privilege may be revoked for inappropriate conduct, including but not limited to noncompliance with the Red River County Cell Phone Policy. The acquisition and support of cellular phones are reserved for employees with communications needs requiring the flexibility inherent with this technology and when disaster arises. The Red River County Sheriff Department employees include the Sheriff, Chief Deputy, Investigators, Sergeants, Deputies (to be checked in and out at shift change), Jail Administrator, and Dispatch Supervisor. Red River County Commissioners Court also agreed to purchase one backup phone in case of loss or damage to another device. They have also agreed to purchase one phone to always remain in dispatch. Red River County Sheriff's Department will follow the attached Red River County Sheriff's Office Law Enforcement Policies and Procedures of cellular devices.

6.1 Department Head/Officials Responsibility

Department heads are responsible for ensuring that the employees assigned to the county cell phones comply with the county policies and procedures. Other responsibilities will include:

- Reviewing the usage of cellular phones.
- Securing the telephone and all related equipment when an employee terminates and immediately notify the Red River County Auditor's Office.
- All authorized users must sign in "Employee Certification for Use of Cellular Telephones," found in Appendix A, and provide the Auditor's office with a copy.

6.2 Cell Phone User Responsibility

All qualified users are responsible for complying with the County policy on cellular phone use. Other responsibilities will include:

- Signing the "Employee Certification for Use of Cellular Telephone" found in Appendix A
- Employees using County cell phones are responsible for securing them
- Losses or damage shall be reported immediately to the department head and the Auditor's office
- Employees are not allowed to use cell phones in an illegal, illicit, or offensive manner
- All phones must have a protective case when applicable
- Any information on the phone is the property of Red River County and is subject to open records request. **DATA SHALL NOT BE DELETED FROM THE DEVICE FOR ANY REASON.**
- At the time of employment termination, the phone will be returned to the department head immediately.

1C-4 COMPUTER AND INTERNET USAGE

Red River County information systems, including computers, fax machines, smartphones, tablet computers, and all Internet/Intranet access, are only for Red River County business and authorized purposes. Brief and occasional personal use of the electronic mail system or the Internet is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services unrelated to the County's business, distract, intimidate, harass coworkers or third parties, or disrupt the workplace.

Use of Red River County computers, networks, and Internet access is a privilege granted by officials or department heads. It may be revoked at any time for inappropriate conduct on such systems. County employees shall have no expectation of privacy when using county computers,

networks, or other county-owned equipment. Improper use may result in discipline up to and including termination.

Red River County owns the rights to all data and files in any computer, network, or other information system used in the county. Red River County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, Twitter, etc.) and their content, as well as any use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. Red River County has the right to inspect all files stored in private areas of the network or on individual computers or storage media to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from the employee or an appropriate county official. No employee shall break copyright laws or download illegal or unauthorized downloads. Red River County monitors its entire informational systems, and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

Employees should not bring personal computers to the workplace or connect them to Red River County electronic systems unless expressly permitted by their supervisor and/or IT department. Violating this policy may result in disciplinary action, up to and including termination of employment.

D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY

1D-1 WORKERS COMPENSATION

All Red River County employees are covered by workers' compensation while on duty for the county. Workers' compensation coverage pays for medical bills resulting from an employee's covered injury or illness while carrying out their job duties. Workers' compensation also pays Temporary Income Benefits (TIBS) for time lost from work over seven calendar days due to eligible work-related injuries or illnesses, except for Law Enforcement employees who receive salary continuation.

Employees may use paid leave for all workers' compensation time off less than eight days.

All employees on Worker's Compensation leave will fall under the Family Medical Leave Act. Red River County runs FMLA and Worker's Compensation concurrently.

Any employee who suffers a job-related illness or injury must notify their supervisor as soon as possible. Failure to promptly report job-related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments.

An employee who has lost time because of a work-related accident or illness must provide a release from the attending physician before being allowed to return to work.

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.

Red River County will try to bring the injured employee back to work immediately. Red River County has a return-to-work policy in place, and if a position meets all the restrictions, the employee will be given a bona fide offer of employment. If the employee refuses to return to work and family medical leave has been exhausted, workers' compensation benefits may be affected, and the employee may be terminated.

1D-2 RETURN TO WORK

This policy covers employees on leave due to a work-related injury or illness. Because employees are our most valuable resource, Red River County attempts to help employees return to work as soon as possible.

An employee on leave due to a work-related injury or illness may return to work only when Red River County receives a medical release from the treating doctor. It violates county policy for any employee receiving worker's compensation benefits to be employed by a third party full-time or part-time. Violation of this policy may result in termination.

Return to work options:

- Return to the prior position at full duty with doctor release stating that the injured employee can perform the job functions without restrictions.
- Light Duty – Red River County will try to accommodate light duty when possible for any employee who cannot return to their prior position and perform the regular duties of that job but can return with certain restrictions. However, it **cannot guarantee** the availability of light duty.

Employees on light duty are not guaranteed the rate of pay they received for the position they held at the time of injury or illness. The pay rate for light duty is based on the knowledge, skills, and abilities required for that job and general market conditions. Employees in a light-duty position cannot supplement their workers' compensation benefits using their vacation, holiday, compensatory, or sick leave.

Four (4) week limit - Light duty assignments are **temporary** arrangements to complement and facilitate healing. Light duty may be initially offered for four (4) weeks and then reviewed and evaluated by the supervisor based, in part, on the physician's recommendation (unless FMLA time is still available).

Employee refusal of work - If an employee refuses to return to regular or light duty work in response to a written, bona fide offer of employment by Red River County, the employee may be separated from employment with Red River County subject to FMLA qualification, and his/her position may be filled permanently. A written, bona fide offer of employment must clearly state:

- The position offered and the duties of the position
- Red River County's agreement to meet the conditions set out by the treating doctor
- The job's wage, working hours, and location.

Medical Information:

All employees' medical information is held in strict confidence under the Americans with Disabilities Act Amendments Act (ADAAA). Medical inquiries are limited to those permitted under Texas Workers' Compensation Statute and applicable federal law.

Coordination with FMLA:

Nothing in this policy should be construed as denying employees their rights under the Family Medical Leave Act (FMLA) or any other federal or state law. Red River County's policy is to designate an employee's leave due to a work-related injury or illness as FMLA if eligible. Red River County counts the period of any employee's light duty assignment toward the employee's FMLA entitlement.

Until employees have exhausted their twelve (12) week FMLA entitlement, they have the right to be reinstated to their original or equivalent job, provided they can perform the job's essential functions.

1D-3 EMPLOYEE SAFETY

Red River County is committed to providing a safe workplace for our employees.

Each county employee must adhere to the general safety standards established for all employees and comply with their departmental safety requirements. Safety procedures may differ at each county department. Your supervisor will provide you with specific information about your position.

Failure to follow the safety standards set by the County or your supervisor subjects an employee to disciplinary action, up to and including termination.

Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to their supervisor.

1D-4 DRUG AND ALCOHOL- ALL EMPLOYEES

Red River County is a drug and alcohol-free workplace. A county employee may not be present at work during a period when the employee's ability to perform their duties is impaired by drugs or alcohol. The County believes that a drug and alcohol-free workplace will help ensure a healthy, safe, and secure work environment.

This policy applies to all employees of Red River County regardless of rank or position and shall include full-time, part-time, and temporary employees. The only exception to this policy is the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

An employee may not unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance or drug paraphernalia on County property or while conducting County business not on County property.

An employee may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County.

An employee may not possess or use unauthorized prescription or over-the-counter drugs while on County property or duty for the County. An employee may not use prescription or over-the-counter drugs while on County property or duty for the County in a manner other than that intended by the manufacturer or prescribed by a physician.

An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use does not impair the employee's ability to do their job safely and effectively. An employee must keep prescription medications used at work in their original container.

An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with their job duties or safe and effective performance.

Medication use could compromise an employee's ability to do their job or the safety of the employee, fellow employees, or the public. In that case, the employee must report the condition to their supervisor at the start of the workday or use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty).

A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional. Information on benefits for treatment of alcohol and drug abuse problems provided by the County's health plan program is available in the employee's health plan booklet or from the Office.

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

An employee who voluntarily asks for time off to get treatment and recover from a drug or alcohol abuse problem will be given protection as required by law. Upon returning to work from a bona fide inpatient treatment facility, the employee will be subjected to a volunteer drug testing program as often as monthly until there is evidence the employee no longer uses. Failure to comply with the requirements of the post-rehabilitative program or refusal to do volunteer testing may result in termination. The post-rehabilitative program will last for as long as two years. If at any time the employee tests positive or refuses the volunteer drug test during this post-rehabilitative program, the employee may be terminated.

Suspicion-Based Testing:

Under the Influence shall be defined as having a blood alcohol concentration of .04 or more.

Reasonable Suspicion – If an employee is having work performance problems or displaying behavior that may be alcohol or drug-related, or is otherwise demonstrating conduct that may violate this drug and alcohol policy where immediate action is necessary, the elected official or supervisor will require that employee to submit to alcohol or drug test. The following conditions might be signs of possible alcohol or drug use (not an all-inclusive list):

- Abnormally dilated or constricted pupils
- Glazed stare – redness of eyes (sclera)
- Flushed face
- Change of speech (faster, slower, slurred)
- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle Marks
- Change in personality (i.e., paranoia)
- Increased appetite for sweets
- Forgetfulness, performance faltering, poor concentration

- Borrowing money from co-workers or seeking an advance of pay or other unusual display of need for money
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking
- Excessive, unexplained absences
- Dulled mental processes
- Slow reaction rate

Elected Officials or supervisors must take action if they have reason to believe one or more of the above-listed conditions are indicated and that the substance abuse is affecting their employee's job performance or behavior. The following steps will be taken:

1. Confront the employee involved and observe them directly until the situation is resolved. Inform the employee of the problem with their job performance and specific violations of the County Policy.
2. If the supervisor believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a drug or alcohol test. If the employee refuses to submit to testing, the employee may be terminated.
3. Employees will be asked to release any evidence, such as alcohol or drug paraphernalia, relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline, up to and including termination. All confiscated evidence will be receipted with the signatures of either the elected official or supervisor and the employee.
4. The elected official or supervisor will **remove** the employee from the county workstation and ensure that the employee is transported to an appropriate collection site and, after that, to the employee's residence. Under no circumstances will the employee be allowed to drive a vehicle until a confirmed negative test result is received.
5. The elected official or supervisor shall, within 24 hours or before the controlled substance test results are released, document the particular facts related to the behavior or performance problems and present such documentation to the Red River Office for filing.

Post-Accident Testing:

All employees directly involved in an on-the-job accident or incident resulting in property damage and/or medical treatment may be required to be tested. This action will be at the discretion of their elected official or supervisor.

Testing Procedures –

1. The employee will be escorted to the designated facility for specimen collection and/or testing.

2. The employee must follow the drug testing protocol of the medical facility providing the testing.
3. If the employee desires another test to be given, they may do so within 2 hours of the specimen being collected, and the same specimen will be used. The employee will pay the cost of this request. Red River County will pay for all initial costs.
4. The employee will be placed on paid administrative leave until the test results are known. The elected official or supervisor will make arrangements to ensure that the employee is safely returned to their residence.
5. Under no circumstances, unless required or authorized by law, will alcohol or drug testing information be released without written consent from the employee.

Each employee is expected to cooperate and consent to a drug test when requested under the terms of this policy. Refusal to consent to a drug and/or alcohol test when requested is cause for termination.

Any employee who violates this drug and alcohol policy may be terminated.

1D-5 DRUG AND ALCOHOL- CDL EMPLOYEES

CDL Drivers are an extremely valuable resource for Red River County's business. Their health and safety are a serious County concern. Drug or alcohol use may pose a serious threat to driver health and safety. It is, therefore, the policy of the County to prohibit CDL employees from being under the influence of or using illegal drugs or alcohol during working hours.

The Federal Highway Administration ("FHWA") has issued regulations that require the county to implement a controlled substance testing program. The County will comply with these. All CDL drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the County.

Specifically, it is the policy of Red River County that the use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) or alcohol by any CDL driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. Mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement. Red River County will conduct pre-employment, random, reasonable suspicion, and post-accident drug testing following federal law.

Red River County's policy is to comply with the U.S. Department of Transportation, FMCSA Clearinghouse, a secure online database that provides employers with real-time information about CDL driver drug and alcohol program violations. Red River County will conduct electronic queries as required by FMCSA's drug and alcohol use testing program to check CDL driver violation histories. Drivers may view their records. Employees must provide a consent form from the CDL holder to conduct Limited and Specific inquiries.

A detailed policy and procedure are available at the Treasurer's Office.

1D-6 WORKPLACE VIOLENCE

Red River County is committed to providing a workplace free of violence. Red River County will not tolerate or condone violence in the workplace. The county will also not tolerate or condone any threats of violence, direct or indirect, including jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that might make another employee suspicious or fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. Employees should be aware of their surroundings and report any suspicious behavior from the public, former, or current employees to their immediate supervisor or sheriff's department. No employee may possess a firearm or weapon other than an authorized law enforcement official, with or without permits, in all county offices and buildings owned or used by Red River County, including county-owned vehicles. If employees believe that a person is violating this policy, they should immediately report to their immediate supervisor or the sheriff's department. Employees found violating this policy may be subject to discipline up to and including immediate termination.

1D-7 SOCIAL MEDIA

For this policy, "social media" includes, but is not limited to, online forums, blogs, and social networking sites, such as TikTok, Twitter, Facebook, LinkedIn, YouTube, Instagram, etc. Red River County recognizes the importance of social media for its employees. However, the use of social media by employees may become a problem if it interferes with the employee's work and/or position in the county; is used to harass supervisors, co-workers, customers, or vendors; creates a hostile work environment; or harms the goodwill and reputation of Red River County among the community at large. Red River County encourages employees to use social media within the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your posts on social media mention Red River County, make clear that you are an employee of Red River County and that the views posted are yours alone and do not represent the views of Red River County.
- Do not mention Red River County supervisors, employees, customers, or vendors without express consent.
- Do not pick fights. Respond respectfully with factual information, not inflammatory comments, if you see a misrepresentation of Red River County.
- Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers, vendors, and any individual who

views your social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination, for what they post on social media platforms, even if they did not use a county computer or if the post did not occur during work hours or on county property.

- Employees may not use Red River County computer equipment without written permission for non-work-related activities. Social media activities should not interfere with your duties at work. Red River County monitors its computers to ensure compliance with this restriction.
- You must comply with copyright laws and cite or reference sources accurately.
- Do not link to Red River County's website or post Red River County material on a social media site without written permission from your supervisor.
- All Red River County policies that regulate off-duty conduct apply to social media activity, including but not limited to policies related to illegal harassment and codes of conduct.
- Any confidential information obtained through your position at Red River County must be kept confidential and should not be discussed on social media.
- Violating this policy may lead to discipline up to and including the immediate termination of employment.

SOCIAL MEDIA APPLICATIONS AND SERVICES PROHIBITED ON COUNTY DEVICES

Red River County prohibits the installation or use of the social media service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited, or a social media application or service specified by proclamation of the governor on any device owned or leased by Red River County. It requires the removal of covered applications from those devices.

Installing and using a covered application may be acceptable to the extent necessary for providing law enforcement or developing or implementing information security measures. For the installation to be approved, Red River County must require measures to mitigate risks posed to this state during the use of the covered application and the documentation of those measures.

SECTION 2: EMPLOYEE COMPENSATION AND BENEFITS

A. EMPLOYEE PAYROLL

2A-1 FAIR LABOR STANDARDS ACT SAFE HARBOR

Red River County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. Red River County will promptly make necessary corrections when mistakes happen and are brought to attention. Please review your pay stub when you receive it to ensure it is correct. If you believe a mistake has occurred or have questions, please use the reporting procedure outlined below. If you are overpaid, the county will make the necessary corrections on the next payroll.

Employees classified as non-exempt must maintain an accurate record of the total hours they work each day. Each employee is responsible for verifying that their timesheets are correct. Your time card must accurately reflect all regular and overtime hours and any absences, late arrivals, early departures, and meal breaks. Do not sign your time card if it is not accurate. When you receive each paycheck, please immediately verify that you were paid correctly for all regular and overtime hours worked weekly.

Unless authorized by your supervisor, non-exempt employees should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless authorized. That time worked is to be recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. If anyone directs you to work without documenting your time worked, you must tell the Treasurer's Office.

It is a violation of Red River County policy for any employee to falsify a time card or to alter another employee's time card. It is also a serious violation of County policy for any employee, supervisor, or official to instruct another employee to incorrectly or falsely report hours worked or to alter another employee's time card to under or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under- or over-report your hours worked or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Red River County Treasurer's Office, 200 N. Walnut St., Clarksville, TX 75426.

If you are classified as an exempt salaried employee, you will receive a salary intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as exempt. While it may be subject to review and modification from time to time, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of your work.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental, or life premiums; state, federal, or local taxes; social security, retirement, or voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your wages may be reduced for any of the following reasons: 1) absence from work for one or more full days for personal reasons, other than sickness or disability; or 2) full day disciplinary suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) to offset amounts received as payment for jury and witness fees or military pay; or 6) the first or last week of employment in the event you work less than a full week.

If you are an exempt employee, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness, or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal, or other paid time off for full or partial day absences for personal reasons, sickness, or disability.

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to Red River County Treasurer's Office, 200 N. Walnut St., Clarksville, TX 75426. If you are unsure who to contact or have not received a satisfactory response within five business days after reporting the incident, please immediately contact County Attorney Val Varley, 400 N. Walnut St, Clarksville, TX 75426. Every report will be thoroughly investigated, and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation violating this policy may result in disciplinary action, up to and including termination.

2A-2 INTERNAL REVENUE SERVICE (IRS) FRINGE BENEFITS

Red River County will comply with the IRS concerning fringe benefits such as county uniforms, county vehicle usage, and day-trip meals. Employees may be responsible for paying payroll taxes on such fringe benefits.

Red River County employees will pay \$1.50 for each one-way commute (from home to work or work to home). If more than one employee commutes in the vehicle, this value applies to each employee.

2A-3 COMPENSATION

Red River County Commissioners Court annually sets the maximum compensation for each employee following Texas State Law.

Red River County complies with the Fair Labor Standards Act as outlined in the Fair Labor Standards Safe Harbor policy.

All non-exempt County employees shall be paid an hourly wage.

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

In the event of a major disaster where the County Judge has issued a disaster declaration and it has been extended by the Commissioners' Court, in order for the County to be reimbursed by FEMA, all salaried employees will be calculated in the same manner as hourly employees for the duration of the disaster incident, and the disaster declaration is rescinded or allowed to expire.

2A-4 PAYROLL DEDUCTIONS

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

Employees eligible for Texas County and District Retirement System membership shall have their contributions deducted from each paycheck. Any optional deductions authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.

No optional deductions shall be made from an employee's paycheck unless the employee gives written authorization for the deduction to the Red River Office.

2A-5 WORK WEEKS AND WORK PERIODS

For recordkeeping purposes and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Red River County shall begin at 12:01 a.m. on Sunday and end on Saturday 14 consecutive days later. Red River County paydays are every other Thursday.

2A-6 TIMESHEETS

Employees must fill out a time sheet to be turned in to their supervisor on the last day of each pay period. Failure to complete a timesheet may result in an employee only receiving minimum wage payment until the proper timesheet has been completed and turned in to the payroll

department. All corrections will be made on the next regularly scheduled payroll. 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. Timesheets are governmental documents that require accurate and truthful information. Falsifying a governmental record such as a timesheet is a criminal offense. Employees shall only use appropriate available leave to account for their weekly work schedule.

2A-7 PAY PERIODS

The pay period for Red River County shall be every other pay period with the pay period dates established by the Commissioners' Court. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

2A-8 WORK SCHEDULES

The regular work hours for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday. Each official or department head shall determine the exact working schedules for their employees. In order to meet the needs of the County, specific departments or employees may be required to work a schedule that varies from the regular work schedule, or they may be subject to call back in case of emergency or special need.

2A-9 HOURS WORKED

Hours worked shall include all time spent in the County's service as defined in the Fair Labor Standards Act (FLSA) and its regulations.

FULL-TIME

1. A full-time employee shall be any employee in a position with a regular work schedule of at least 33.5 hours per week.

PART-TIME

2. A part-time employee shall be any employee in a position with a regular work schedule of less than 33.5 hours per week.

Temporary

3. An employee shall be hired into a position 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 “at will” employees as defined in the ***POLICY ON EMPLOYMENT AT WILL***, and employee status shall not be considered a contract of employment.

2A-10 LAW ENFORCEMENT PAY AND OVERTIME

HOURS WORKED

1. Hours worked shall include all time spent in the County's service as defined in the Fair Labor Standard Act (FLSA) and its regulations.

OVERTIME APPLICATION

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

OVERTIME DEFINITION

3. Overtime shall include all time **WORKED** for the County, which is more than 40 hours in any workweek.
4. Paid leave shall not be counted in determining if overtime has been worked in any workweek.
5. Except in emergencies, an employee shall be required to have authorization from his/her supervisor before working overtime.

Maximum Compensatory Time Per Year

The maximum amount of unused compensatory time an employee shall be allowed at any one time is 240 hours for dispatchers and/or clerical and 240 hours for jailers and/or law enforcement. The Department Head is responsible for bringing all compensatory time earned by the employee of that department down to a zero balance at the end of each calendar year.

When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at one and one-half (1 ½) of the employee's regular pay rate until compensatory time has been used to bring the balance below the maximum.

Use Of Compensatory Time

Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested, provided that their absence will not place an undue hardship on the operations of the department where the employee works.

Compensatory time may be used for any purpose desired by the employee.

Termination

Suppose an employee terminates employment before using all earned FLSA compensatory time. In that case, he/she shall be paid for all unused compensatory time following the requirements of the FLSA.

Buy Back of Compensatory Time

The County shall retain the right to “buy back” all or part of an employee’s unused compensatory time by paying the employee for that time at the employee’s regular rate.

Cash Payment for Overtime

The County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee’s regular pay rate.

Recordkeeping

Each employee shall be responsible for recording any compensatory time used within a pay period on the timesheet for that pay period.

Other Issues

Any overtime compensation issues not addressed in this policy shall at least meet the minimum requirements of the FLSA and the regulation issued by the Department of Labor to administer that ACT.

2A-11 OVERTIME CALCULATIONS AND RULES

Overtime shall include all time worked for the county more than 40 hours in any workweek, except for law enforcement (See policy on “Law Enforcement Pay and Overtime.”)

Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergencies, an employee shall be required to have authorization from their supervisor before working overtime.

Overtime compensation shall be paid in the form of compensatory time off following the provisions of the FLSA. Covered employees shall receive paid compensatory time off at one and one-half (1 ½) times the amount of overtime worked.

The maximum unused compensatory time an employee shall have at any one time is 240 hours. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at one and one-half (1 ½) of the employee’s regular pay rate until compensatory time has been used to bring the balance below the maximum.

Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested, provided that their absence will not place an undue hardship on the operations of the department where the employee works. Compensatory time may be used for any purpose desired by the employee with supervisor approval. Red River County shall have the right to require employees to use earned compensatory time at the convenience of the county.

Suppose an employee terminates employment before using all earned FLSA compensatory time. In that case, they shall be paid for all unused compensatory time following the requirements of the FLSA.

Red River County shall retain the right to “buy back” all or part of an employee’s unused compensatory time by paying the employee for that time at the employee’s current regular rate. Red River County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee’s regular pay rate.

Each employee shall be responsible for recording any compensatory time used within a pay period on the timesheet for that pay period.

2A-12 DEMOTIONS

Demotions are the movement of an employee from one position to another with a decreased responsibility or complexity of job duties or to a lower salary. Elected officials, appointed officials, or department heads may demote or re-assign any employees who cannot meet performance requirements for disciplinary reasons or any other reason deemed necessary by the official. Upon demotion, an employee’s salary may be adjusted downward.

2A-13 TRANSFERS

Transfers are the lateral movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary.

Elected officials, appointed officials, or department heads may transfer an employee to a vacant position. All transfers must be handled per the budget adopted by the Commissioners Court.

2A-14 PROMOTIONS

Promotions are the movement of an employee from one position to another with increased responsibility or complexity of job duties and a higher salary.

Elected officials, appointed officials, or department heads may promote an employee in their department to a vacant position. All promotions must be handled per the budget adopted by the Commissioners Court.

2A-15 SEPARATIONS

Separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends. All separations from Red River County shall be designated as one of the following types:

1) resignation; 2) retirement; 3) dismissal; 4) reduction in force; or 5) death.

A resignation shall be classified as any situation in which an employee voluntarily leaves their employment with Red River County, and the separation does not fall into one of the other categories. Resigning employees should submit a written notice of resignation to their supervisor.

Retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so. Employees retiring should notify their supervisor of that intent at least 30 days before the actual retirement date to help prevent delays in starting the payment of retirement benefits.

A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation. Red River County is an "at will" employer, and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice. An employee shall be separated from employment because of a reduction in force when their position is abolished, when there is a lack of funds to support the position, or when there is a lack of work to justify the position.

Separation by death shall occur when an individual dies while employed by the County. If an employee dies while employed by the County, their legally designated beneficiary or estate shall receive all earned pay and payable benefits.

2A-16 RETIREE REHIRES

Retired employees shall be eligible to apply for open positions with Red River County as long as the following provisions are met: 1) The retiree has been retired for at least three full calendar months of separation, 2) No prior arrangement or agreement was made between Red River County and the retiree for re-employment, and 3) strict adherence to routine leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide employment separation and have been retired for a minimum of three full calendar months of separation. A bona fide separation means there is no prior agreement or understanding between Red River County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4, adopted by the TCDRS Board of Trustees, restrictions apply to elected officials, people employed for the same or different

positions in the same or different department, employee status changes, and independent contractors.

Newly elected officials who have recently retired from the county cannot draw their retirement because they have an arrangement to return to work for the county. Employees cannot retire with an agreement to work in a different department or position. Changing employee status does not matter when determining if someone is still working for the county. Also, an employee cannot retire from the county with an arrangement to begin work as an independent contractor either.

Rehired retirees who did not have a bona fide separation of employment may owe a 10 percent excise tax and be required to repay all of their monthly retirement payments. Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members, and those retired employees.

Any retiree who meets all other TCDRS requirements and is rehired under this policy must establish a new membership with TCDRS and be considered a new member for beneficiary determination and benefit selections.

B. EMPLOYEE BENEFITS

2B-1 HEALTH AND DENTAL PLANS

All full-time regular employees of Red River County shall be eligible for the group medical plan and dental plan benefits. Regular variable-hour employees who work an average of thirty (30) or more hours a week in the measurement period will be eligible for health insurance after the measurement period. Regular part-time, temporary, seasonal, temporary short-term, part-time, and regular variable-hour employees who work an average of less than thirty (30) hours a week in the measurement period will not be eligible for health insurance.

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

Employees who leave the employment of Red River County or lose their coverage eligibility may be eligible for an extension of the medical plan for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If an employee cannot return to work following FMLA leave, they will be offered COBRA if eligible. Information on the extension of benefits under COBRA is available in the County Red River Office and may be obtained during the regular working hours of that office. 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 following their termination

2B-2 OTHER PLANS – LIFE, SUPPLEMENTAL

Red River County may provide limited life insurance on eligible employees as part of the group medical plan coverage. All supplemental insurance coverage premiums are the responsibility of the employee. Information regarding these supplemental insurances may be obtained from the Red River County Treasurer's Office.

2B-3 VACATION

Eligibility

All full-time employees shall be eligible for vacation benefits.

Part-time and temporary employees shall not be eligible for vacation benefits.

Accrual Rate

Employees who work 72 to 80 hours per pay period and have worked for less than ten (10) years in a position eligible for vacation shall accrue vacation at the rate of 3.08 hours per pay period.

Employees who work 67 to 71 hours per pay period and have worked less than ten (10) years in a position eligible for vacation shall accrue at the rate of 2.88 hours per pay period.

Employees who work 72 to 80 hours per pay period and have worked for more than ten (10) years in a position eligible for vacation shall accrue vacation at the rate of 4.62 hours per pay period.

Employees who work 67 to 71 hours per pay period and have been employed for more than ten (10) years in a position eligible for vacation shall accrue at the rate of 4.33 hours per pay period.

Vacation shall not be accrued while an employee is on leave without pay.

Initial Accrual

Vacation accrual starts when an employee begins work in a full-time position with the county. Employees must be employed for at least three months in a position eligible for vacation benefits before being allowed to use vacation.

Maximum Accrual

The maximum unused vacation an employee shall be allowed to accrue is 120.00. When an employee has time until time has been used to bring the balance below the maximum,

Accrual and Unpaid Leave

Employees on unpaid leave shall not accrue vacation during the period of unpaid leave.

Approval

All use of vacation shall be subject to the approval of the employee's supervisor.

Scheduling

Scheduling of vacations shall be at the discretion of the individual department heads.

Minimum Usage

The minimum amount of vacation that may be taken at one time shall be 30 minutes (.50).

Borrowing

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

Pay In Lieu Of Termination

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

Pay at Termination

If an employee has worked for at least 12 months in a position that accrues vacation when the employee resigns, is discharged, or is terminated for any reason, the employee shall receive pay for all unused vacation up to the maximum allowed under his policy.

An employee who has not worked for at least 12 months in a position that accrues vacation pay upon termination of employment is not eligible.

Record Keeping

Each Department Head shall be responsible for accurately recording all vacation time on his or her employee's time sheet.

Cancellation/Call Back

In emergencies, a supervisor may cancel an employee's scheduled vacation or call an employee back.

2B-4 SICK

Purpose

Sick leave may be used for the following purposes: 1) illness or injury of the employee; 2) appointments with physicians, optometrists, dentists, and other qualified medical professionals; or 3) to attend to the illness or injury of a member of the employee's immediate family. This policy defines immediate family as a spouse, child, parent, foster child, or other relative living in the employee's home who depends on the employee for care.

When sick leave is to be used for medical appointments, an employee must notify their supervisor of the intent to use it as soon as the employee knows of the appointment. Where use of sick leave is not known in advance, an employee shall notify their supervisor of the intent to use sick leave within 15 minutes of the employee's regular time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the regular starting time, the employee should notify their supervisor as soon as possible. Suppose the employee feels that the situation will cause the employee to miss more than one day of work. In that case, the employee should notify their supervisor of the anticipated length of absence. The employee will be placed on FMLA if the employee is eligible. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness for either the employee's illness or the illness of an immediate family member. Employees with a pattern of abusing sick leave may be required to provide a physician's statement for those absences as their supervisor requires.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused sick leave at the termination of employment.

Sick leave may not be used as vacation or for any other reason not addressed in this policy.

Eligibility

All full-time employees shall be eligible for paid sick leave.

Accrual Rate

Eligible employees shall accrue sick leave at 3.46 hours per pay period for all employees with a 67 to 71-hour pay period and 3.69 hours per pay period for a 72 or 80-hour pay period.

Accrual of sick leave shall start when an individual begins work for the county in a position eligible for the sick leave benefit.

Maximum Accrual

The maximum amount of unused sick leave an employee shall be allowed to have at any time is 480 hours.

- A) Employees who have reached the maximum shall not accrue additional sick leave until their accrued time has been used to bring the balance below the maximum.

Use of Sick Leave

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.
- C) To attend to the illness or injury of a member of the employee's immediate family.

Sick leave may not be used as vacation or for any other reason not addressed in this policy.

Notification

Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

Where use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave within (1) hour of the employee's regular time to begin work, when practicable.

Where it is not practicable to notify the supervisor within (1) hour of the regular starting time, the employee should notify his/her supervisor as soon as is reasonably practicable.

Suppose the employee feels that the situation will cause the employee to miss more than one day of work. In that case, the employee should notify his/her supervisor of the anticipated length of absence.

Documentation

The supervisor shall have the right to require a physician's statement or other acceptable documentation of injury or illness.

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

Documentation of illness or injury shall be required for any sick leave used for two (2) weeks prior to resignation of employment with the County.

Minimum Use

The minimum amount of sick leave an employee may use at any time shall be one hour.

Borrowing

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

Pay at Termination

Employees shall not be paid for unused sick leave at the termination of employment.

SICK LEAVE POOL POLICY

Eligible employees must have made an initial contribution of four days to the sick leave pool to be eligible to apply for sick leave benefits from the pool. Eligible employees may contribute not less than one day or more than three days of their accrued sick leave in one calendar year after the initial four-day enrollment contribution. The contribution of sick leave to the pool is strictly voluntary. This contribution may only be made during January through March for the upcoming fiscal year.

Employees who contribute to the pool may not specify who will receive them.

Eligible employees may use sick leave from the pool if they have a qualifying event, contribute sick leave, and then exhaust their vacation, compensatory time, and sick leave balance in the same fiscal year.

Eligible employees wishing to use sick time from the pool will submit a written request stating the reasons in detail why he/she needs the time. The employees must have exhausted all earned sick, vacation, and compensatory time. The catastrophic illness/injury must be for the employee, the employee's spouse, children, or step-children to use time from the pool.

- An eligible employee may not receive sick leave pool time in an amount that exceeds the lesser of one-third of the total sick leave in the pool or 180 days.
- The estate of a deceased employee is not entitled to any payment for unused sick leave contribution to or accrued by that employee from the county sick leave pool.
- Eligible employees may contribute not more than (10) days of accrued sick leave to the pool at the time of their separation from the county.

Approval of Sick Leave from Sick Leave Pool

A committee of three, consisting of a County Judge, County Treasurer, and one elected official appointed by the Commissioners Court in January of each year, shall review all requests for sick leave from the sick leave pool to determine if that employee and the reasons given qualify. The committee will make the final decision to approve or deny the requests. They will take into consideration any past sick leave abuse that is evident. Employees will be notified in writing as to their approval or denial.

Definitions

Eligible employees have completed one year of county employment and can earn sick leave. A catastrophic illness or injury prevents an employee from performing his/her job functions for an extended period. Examples of qualifying catastrophic illnesses/injuries generally considered include, but are not limited to:

- 1) Stroke with residual paralysis or weakness
- 2) Incapacitating heart attack
- 3) Major Surgery (hysterectomy, mastectomy, heart bypass, prostate)
- 4) Cancer (incapacitating)
- 5) Hepatitis, broken hip, car wreck requiring hospitalization

Examples of illnesses/injuries that generally would not be considered severe enough to be catastrophic include but would not be limited to:

- 1) Broken limb
- 2) Cold/Allergy
- 3) Minor surgery with no complications, such as appendectomy, tonsillectomy, or day surgery.
- 4) Pregnancy with minor or no complications

The administrator is the County Treasurer. Their duties include record keeping, communicating with employees concerning general questions, and ensuring proper administration under the policy.

2B-5 HOLIDAY

The Red River County Commissioners' Court will determine the County holidays.

All full-time employees shall be eligible for the paid holiday benefit, excluding the Red River County Sheriff's Department.

If a paid holiday occurs during other paid leave of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's leave balance. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the calendar year. An employee shall not be allowed to take a day off with pay before a holiday in anticipation of working on the holiday.

An eligible employee scheduled to work or called in to work on a holiday because of an emergency or other special need of the County shall be paid holiday pay for hours worked, up to 8 hours. Any time worked over 8 hours will be holiday earned.

Special consideration shall be given to employees requesting time off for religious or other special observances not designated as paid holidays for Red River County. Each supervisor is responsible for granting this leave based on the needs of their departments. Vacation, compensatory time, or leave without pay may be used for special leave granted.

Holidays do not accrue and will not be paid at termination if they are not taken.

2B-6 JURY DUTY

All employees of Red River County 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 serve on the jury.

Pay for serving on a jury shall only include the time the employee would have typically been scheduled to work and will not include extra pay if jury service involves time outside the employee's regular work schedule. The employee may keep any fees paid for jury service.

All 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 County shall be entitled to leave with pay for such period as their court attendance may require. If an employee is absent from work to appear in private litigation in which they are a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

2B-7 BEREAVEMENT LEAVE

All employees shall be allowed up to 3 days of leave with pay for a death in the immediate family. For purposes of this policy, immediate family shall include the employee's spouse and the child, foster child, parent, sibling, or spouse. If leave is needed beyond the limits set in this policy, it may be charged to available vacation or compensatory time or to leave without pay.

2B-8 MILITARY LEAVE

All Red River County 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 federal fiscal year with pay for active duty or to attend active or inactive authorized training sessions and exercises. The fifteen (15) day paid military leave shall apply to the Federal Fiscal year, and any unused balance at the end of the year shall not be carried forward into the next Federal Fiscal year. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods within the employee's regular work schedule. Employees may use vacation leave, earned compensatory time, or leave without pay if they must attend Reserve or National Guard Training sessions or exercises over the fifteen-day maximum.

Any Red River_ County employee who is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally-authorized urban search and rescue team called to state active duty by the governor or another appropriate authority in response to a disaster is entitled up to 7 days of paid disaster leave per fiscal year. This leave is in addition to the paid leave provided for authorized training or duty otherwise authorized or ordered. During disaster leave under these provisions, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time.

Employees on military leave shall give their supervisor orders within two (2) business days after receiving them.

Upon the employee's request, Red River County will provide a statement containing the number of workdays used for military leave in the fiscal year and the number of workdays left for use during the fiscal year.

Red River County employees who leave their positions because of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment following state and federal laws in effect at the time of their release from duty.

2B-9 PAID QUARANTINE LEAVE

Red River County shall provide paid quarantine leave for firefighters, peace officers, detention officers, and emergency medical technicians employed by Red River County and ordered by a supervisor or the health authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. This includes firefighters, peace officers, detention officers, and emergency medical technicians, as defined by this policy, who are employed by, appointed to, or elected to their positions.

"Detention officer" means an individual appointed or employed by a county as a county jailer or other individual responsible for the care and custody of individuals incarcerated in a county jail.

"Emergency medical technician" means an individual certified as an emergency medical technician under Chapter 773, Health and Safety Code, and employed by the county.

"Firefighter" means a paid employee of a municipal fire department or emergency services district who holds a position that requires substantial knowledge of firefighting; has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government Code; and performs a function listed in Section 143.003(4)(A).

"Health authority" has the meaning assigned by Section 121.021, Health and Safety Code. A health authority is a physician appointed under the provisions of Chapter 121 to administer state and local laws relating to public health within the appointing body's jurisdiction. A health authority must be a competent physician with a reputable professional standing,

legally qualified to practice medicine in the state, and a state resident. They must take an official oath and file with the department.

Counties that do not establish a local health department or public health district may appoint a physician as health authority to administer state and local laws relating to public health in the county's jurisdiction.

"Peace officer" means an individual described by Article 2.12, Code of Criminal Procedure, elected for, employed by, or appointed by the county.

Eligible employees who are on qualifying paid quarantine leave shall receive all employment benefits and compensation, including leave accrual, retirement, and health benefits for the duration of the leave, and, if applicable, shall be reimbursed for reasonable costs related to the quarantine, including lodging, medical, and transportation. An employee on qualifying paid quarantine leave will not have their leave balances reduced.

Off-duty exposures will not be covered under this policy.

2B-10 RETIREMENT

All regular employees (full-time, part-time, and regular variable hours) shall be eligible for the retirement benefit offered through the Texas County and District Retirement System. Temporary seasonal and temporary short-term part-time employees will not be eligible for retirement benefits. Eligible employees shall contribute to the retirement program through a payroll deduction system. Red River County shall contribute to each eligible employee's retirement account according to the requirements of TCDRS. Information on the retirement program may be obtained at the Red River Country Treasurers Office during the regular working hours for that office.

2B-11 SOCIAL SECURITY/MEDICARE

All County employees shall participate in the Federal Social Security/Medicare program, which provides certain retirement, disability, and other benefits. Deductions for these programs will be taken from each paycheck.

2B-12 FAMILY MEDICAL LEAVE ACT/MILITARY FAMILY LEAVE (FMLA/MFL)

The federal Family and Medical Leave Act of 1993 (FMLA) requires employers to provide eligible employees with unpaid leave under certain circumstances. There are two types of leave available:

- 1) the basic 12-week FMLA entitlement and
- 2) the Military Family Leave (MFL) entitlement are described in this policy.

ELIGIBILITY:

To be eligible for benefits under this policy, an employee must:

- 1) have worked for Red River County for at least 12 months (it is not required that these 12 months be consecutive; however, a continuous break in service of 7 years or more will not be counted toward the 12 months); **and**
- 2) have worked at least 1250 hours during the previous 12 months; **and**
- 3) are employed at a work site with 50 or more employees within a 75-mile radius.

Any employees with questions about their FMLA leave eligibility should contact Red River County Treasurer Office, 200 N. Walnut St., Clarksville, TX 75426, for more information.

QUALIFYING EVENTS:

Family medical leave under this policy may be taken for the following reasons:

- 1) the birth of a child and to care for that child;
- 2) the placement of a child in the employee's home for adoption or foster care;
- 3) to care for a spouse, child (under the age of 18 or, if over 18, incapable of self-care due to a disability), or parent with a serious health condition;
- 4) the serious health condition of the employee that makes the employee unable to perform the essential functions of their job;
- 5) a qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member of the Armed Forces (Regular, Reserve, or National Guard), deployed to a foreign country, or has been notified of an impending call or order to active duty in a foreign country;
- 6) to care for a covered service member (Regular, Reserve, or National Guard) with a severe injury or illness if the employee is the spouse, child, parent, or next of kin (nearest blood relative) of the service member; or
- 7) to care for a covered veteran who is undergoing medical treatment, recuperation, or therapy for a severe injury or illness and who was a member of the Armed Forces (Regular, Reserve, or National Guard) at any time during five years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

SERIOUS HEALTH CONDITION:

A serious health condition is defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health care provider.

A serious health condition involving continuing treatment by a healthcare provider includes any one or more of the following:

- 1) a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

- a) Treatment two or more times within 30 days of incapacity; or
- b) Treatment by a health care provider on at least one occasion within the first seven days of incapacity results in a regimen of continuing treatment by a health care provider.
- 2) Any period of incapacity due to pregnancy or pre-natal care.
- 3) Any period of incapacity or treatment due to a severe chronic health condition that requires periodic visits to a health care provider and continues over an extended period.
- 4) Any permanent or long-term incapacity period due to a condition for which treatment is ineffective.
- 5) Any period of incapacity or absence to receive multiple treatments by a health care provider.

QUALIFYING EXIGENCY LEAVE:

An eligible employee may use up to 12 weeks of their FMLA leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, child of any age, or parent in the Armed Forces (Regular, Reserves, or National Guard) is on active duty or called to active duty status in a foreign country.

Qualifying exigencies may include:

- 1) short-notice deployment (up to seven days of leave);
- 2) attending certain military events and related activities;
- 3) arranging for alternative childcare;
- 4) addressing certain financial and legal arrangements;
- 5) periods of rest and recuperation for the covered military member (up to fifteen days of leave);
- 6) attending certain counseling sessions;
- 7) attending post-deployment activities (available for up to 90 days after the termination of the covered military member's active duty status);
- 8) other activities arising out of the covered military member's active duty or call to active duty in a foreign country and agreed upon by the county and the employee;
- 9) attending family support or assistance programs and informational briefings;
- 10) acting as the covered military member's representative before a governmental agency;
- 11) addressing issues that arise from the death of a covered military member while on active duty status in a foreign country; and
- 12) other activities arise from the covered military member's active duty or call to active duty in a foreign country and are agreed upon by the county and employee.

LENGTH OF LEAVE:

Under this policy, an employee may use up to 12 weeks of leave per 12-month period. Red River County sets the 12 months used under this policy as a *"rolling" 12-month period measured backward from the date an employee uses FMLA leave.*

A married couple working for the county is entitled to a maximum combined leave of 12 weeks in any 12 months for the birth of a healthy newborn child (i.e., bonding time), placement of a child, or care for a parent with a serious health condition. The combined limit for a married couple employed by the county is 26 weeks in a single 12-month period if leave is to care for a covered service member or veteran with a severe injury or illness.

MILITARY CAREGIVER LEAVE:

An eligible employee may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current or Armed Forces veteran (Regular, Reserve, or National Guard).

An eligible employee may take up to 26 weeks of leave to care for a covered service member of the Armed Forces (Regular, Reserve, or National Guard) who has been rendered medically unfit to perform their duties due to a severe injury or illness incurred in the line of duty while on active duty for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

An eligible employee may take up to 26 weeks of leave to care for a veteran (Regular, Reserve, or National Guard) who is undergoing medical treatment, recuperation, or therapy for a severe injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The MFL entitlement is applied on a per-injury basis. An eligible employee may be entitled to take more than one 26 weeks of leave if the leave is to care for different covered service members or a covered veteran with a subsequent serious illness or injury, except that no more than 26 weeks may be taken within any 12 months.

An eligible employee may begin taking military caregiver leave up to five years after their family member was discharged or released from the military. The eligible employee's first leave date must be within five years; however, the employee may continue to take such leave throughout the 12-month period that applies to military caregiver leave, even if the leave extends beyond five years.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must reasonably schedule leave for planned medical treatment not unduly to disrupt the county's operations.

WORK-RELATED INJURY:

Red River County will always designate qualifying work-related injuries with lost time as FMLA qualifying.

SUBSTITUTION OF PAID LEAVE:

Red River County requires paid leave to be substituted for all FMLA or MFL events. Employees must follow the compensatory, vacation, holiday, sick, and personal time leave policy guidelines. The balance of FMLA is unpaid leave. FMLA and MFL run concurrently with all substituted paid leave, including Workers' Compensation.

The maximum amount of paid and unpaid leave that may be used under this policy in 12 months is 12 weeks, except for qualifying leave to care for a covered military member with a severe injury or illness, which is a maximum of 26 weeks in 12 months.

CONTINUED EMPLOYEE BENEFITS:

While an employee is on leave under this policy, the county will continue to pay the medical plan premium at the same rate as if the employee had been actively working. The employee must pay for dependent coverage and any other coverage the employee typically pays, or the coverage will be discontinued. An employee's obligation to pay for coverage will be made through regular payroll deduction while the employee is on paid leave status. While on unpaid leave, the employee must pay for premiums due to the county no later than 30 days after the pay period in which the premium comes due. The county may cancel unpaid coverage by providing the employee advance written notice no less than 15 days before the coverage is canceled for non-payment.

At the end of the 12-week leave period or the 26-week leave period in a single 12-month period to care for an injured covered military member, an eligible employee will be:

- 1) Offered COBRA if they are unable to return to work or
- 2) If approved by the commissioner's court and made part of this policy, the county can choose to continue to pay for the employee's health insurance premiums. (Please check with your insurance carrier before adopting open-ended payment of insurance premiums for an inactive employee)

INTERMITTENT LEAVE AND REDUCED SCHEDULE:

An employee may take intermittent leave under this policy if necessary for the care and treatment of a serious health condition, the employee's eligible family member, or the care of a covered military member or veteran.

An employee may work a reduced schedule under this policy if necessary for the care and treatment of a serious health condition, the employee's eligible family member, or the care of a covered military member or veteran.

Any work missed due to intermittent leave or a reduced work schedule under this policy will be deducted from the employee's 12-week or 26-week leave eligibility in 12 months.

CERTIFICATION REQUIREMENTS:

The county has the right to ask for certification of the employee's serious health condition or eligible family member when the employee requests or uses leave under this policy.

The county may request medical certification for an employee who has been out of work for three or more days to determine the employee's FMLA eligibility. The employee is requested to have their physician complete and return the medical certification or provide appropriate documentation within 15 days of the employee's receipt of the form to be eligible for FMLA. An employee's failure to return the medical certification may result in denial of FMLA by the county.

The employee must respond to the county's request for certification within 15 days of receipt of the request or provide a reasonable explanation for the delay in writing before the 15th day after receipt. Under this policy, the county may deny leave if an employee does not provide certification or otherwise respond.

Suppose an employee requests intermittent leave or a reduced work schedule. In that case, the certification submitted must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. The county may request re-certification for intermittent or reduced schedule leave every six months in connection with an eligible absence.

The county may ask for a second opinion from a health care provider of the county's choice, at the expense of the county, if the county has reason to question the certification unless the leave is necessary to care for a seriously injured or ill covered service member supported by an invitational travel order (ITO) or invitational travel authorization (ITA) to join an injured or ill service member at their bedside.

Suppose there is a conflict between the employee's certification and the county's second certification. In that case, the county may require a third certification, at the county's expense, from a healthcare provider agreed upon by both the employee and the county. The third opinion is final and binding on the county and the employee.

REQUESTING LEAVE:

Unless FMLA leave is unforeseeable, an employee must submit a written request for leave under this policy to their immediate supervisor.

Where reasonably practicable, an employee should give their immediate supervisor 30 days' notice before beginning leave under this policy. Where it is not reasonably practicable to give 30 days' notice, the employee must give as much as possible.

REINSTATEMENT:

An employee returning from leave under this policy who has not exceeded the 12-week maximum leave period allowed will be returned to the same job or a job equivalent to the job the employee held before going on FMLA leave. An employee who has not exceeded the 26-week maximum leave period in a single 12-month period allowed to care for a seriously ill or injured covered military member will be returned to the same job or a job equivalent to the job the employee helped before going on leave.

Suppose an employee is placed in a different position. In that case, it will be one with equivalent status, pay, benefits, and other employment terms, which entails substantially equivalent skill, effort, responsibility, and authority.

The county has no obligation to reinstate an employee who takes more than the 12 weeks of leave allowed under this policy or who elects not to return to work after using the maximum leave allowed, including an employee with available sick or vacation leave.

REPAYMENT OF BENEFITS:

Unless an employee is unable to return to work because of the serious medical condition of the employee or an eligible family member or another situation beyond the control of the employee, an employee who does not return to work after using the maximum leave allowed under this policy will be required to reimburse the county for all medical premiums and other benefits paid by the county while the employee was on leave without pay related to their FMLA leave.

OTHER BENEFITS:

While on leave without pay under this policy, an employee does not earn vacation or sick leave, is not eligible for holiday pay, and does not earn other benefits afforded to employees actively at work, except as stated in this policy, unless other employees who go on leave without pay are allowed to do so.

An employee out on approved FMLA leave may not take trips outside of the county unless the travel is related to the employee's serious health condition, the serious health condition of the child, spouse, or parent of the employee, or to attend qualifying military events. Employees may ask their immediate supervisor for written permission to take other trips outside the county, which may be granted at their sole discretion.

Employees are forbidden from working another job while on approved FMLA leave from the county.

REGULATION:

Any area or issue regarding family and medical leave that is not addressed in this policy is subject to the basic requirements of the FMLA and the regulations issued to implement it.

RETURN-TO-WORK:

An employee is required to provide a fitness-for-duty certification before the employee returns to work.

ENFORCEMENT:

An employee may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer for unlawful discrimination under the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any federal or state law that provides greater family medical leave rights.

COUNTING:

To count employees, we will include all full-time employees, all part-time employees currently getting paid, and all temporary employees currently getting paid. This process will not include a count of elected officials, CSCD employees, A&M County Agents, or any employees the state pays. The county will not count people on the payroll register who are NOT getting paid. When the county payroll hits 50 eligible employees, Red River County will comply fully with the entire regulation. It will notify employees of the change to the FMLA policy for over 50 employees.

RESPONSIBILITIES:

Red River County will post the current FMLA poster the Department of Labor provides. Red River County will respond in writing if an employee asks for FMLA leave. It will use the FMLA forms (WH-381) Notice of Eligibility and Rights and Responsibility and form (WH-382) Designation Notice to notify employees of their eligibility rights.

2B-13 LEAVE OF ABSENCE - OTHER

Full time employees may request a personal leave of absence to a maximum of 14 days. Personal leaves of absence may include extended vacations, continuing education, extended bereavement, or other personal matters. Personal leaves of absence are granted solely at the discretion of the elected official, appointed official, or department head.

Employees on personal leave of absence are converted to an inactive status and do not accrue benefits. Employees may continue the county health plan but are responsible for the entire premium, including their and county portions. The employee must pay the premium on the first of each month; lack of payment will result in medical plan termination, and the employee will become eligible for COBRA. Return to work on a personal leave of absence is not guaranteed and is subject to current business conditions and an appropriate job opening.

2B-14 POLICY ON LONGEVITY PAY

The Red River County Commissioners Court has long recognized and rewarded employees for their continued service to the County. However, because a prior court cannot obligate a future court, this policy will be subject to review and modification each year during budget hearings. Any future changes will be contingent upon other budgetary considerations and subject to the availability of funds in the budget.

1. Red River County Longevity Pay will be contingent upon enough monies being budgeted for this purpose.
2. All elected and appointed officials and full-time employees shall be eligible for the longevity pay benefit.
3. All full-time employees and Officials shall accrue longevity pay of \$50.00 per month for full-time, uninterrupted service up to \$4200.00 annually. Those who have reached the \$4200.00 limit will continue to receive longevity pay at their current rate until separation from the County.
4. Officials/employees shall receive longevity pay in November of each year.
5. Employees who separate from Red River County before the yearly longevity payment will receive no part.
6. Updated longevity policy will be effective in Fiscal Year 2025.

2B-ELECTION WORKER'S

Elections are the duty of the Red River County Clerk's office. Therefore, the Red River County Clerk and the employees of that office are responsible for regular election duties. These duties will be performed and paid at the employee's regular pay rate up to 40 hours per week. At which point, they will then be paid at time and one-half, per the FLSA (Federal Labor Standards Act)

No Red River County employees can use their vacation, holiday, or personal days to work an election. Red River County employees are allowed to work election before or after their regularly scheduled work day at the discretion of the Red River County Clerk. However, they, too, will be paid at their regular rate up to 40 hours per week, and over 40 hours will be paid at one-half of the time, as per FLSA. The " Election Budget " will pay the hours worked for the election.

This policy only applies to Red River County employees.

SECTION 3- TRAVEL REGULATIONS

3A- Red River County employees who travel on County business are reimbursed for the actual cost of lodging. Reimbursement for meals will be \$55.00 per day if an overnight stay is involved, based on the following schedule;

- | | |
|-------------|---------|
| ➤ Breakfast | \$10.00 |
| ➤ Lunch | \$20.00 |
| ➤ Dinner | \$25.00 |

3B- Meals will be reimbursed at \$15.00 for day trips over six hours. No meals will be reimbursed for day trips of less than six hours.

3C- Receipts will be required for reimbursement of any lodging expense allowed. Incidental expenses included those necessary and reasonable expenses incurred by an employee while traveling on official business.

Allowable expense includes applicable taxes but does not include tips and gratuities, alcoholic beverages, or expenses of a personal nature.

3C-Meals will be reimbursed while traveling overnight. However, the following time constraints must be adhered to for determining entitlement to reimbursement for meals:

	<u>Departure</u>	<u>Arrival Home</u>
➤ Breakfast →	before 6:00 AM	after 10:00 AM
➤ Lunch →	before 10:00 AM	after 1:00 PM
➤ Dinner →	before 4:00 PM	after 6:00 PM

Day trips over six hours will be reimbursed at \$15.00; receipt required.

- A. Travel vouchers for transportation, meals, and lodging shall reflect the nature of the places visited, business performed, and persons contacted.
- B. Travel expenses shall include seminar tuition and fees.
- C. Transportation mileage expense for use of a personally owned vehicle shall be reimbursed at the Federal Rate per mile based upon the shortest route between points.
- D. An employee shall not be reimbursed for mileage between a residence and a place of employment.

3D- The Juvenile Department is to follow the same travel regulations.