



JACK COUNTY PERSONNEL POLICY MANUAL

(Recodified – February 28, 2011)



Jack County operates under the legal doctrine of “employment-at-will” and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason or no reason.

The county will attempt to ensure that employee dismissals are not made in an arbitrary or capricious manner; however, these personnel policies do not constitute or imply a contract, agreement, promise, or guarantee of employment or of continued employment.

Legal references contained in these policies are for information purposes only and are subject to change.

The county has the right to change these policies at anytime, without prior notice to employees.

Each reference in these policies to “County” means Jack County, Texas.

Schedule of Policy Revisions

Date	Change	Date	Change	Date	Change

POLICY MANUAL

To County Department Heads:

The Commissioners Court of Jack County has presently ratified the previous adoption of the Jack County Personnel Policy Manual with its personnel policies and items related to these policies.

Each Department will be expected to follow these policies from and after their date of adoption.

Each Department will receive periodic updates and revisions regarding these policies. These manuals should be maintained in your office and be accessible at all times by County personnel for your study and that of your personnel.

The County Judge will deliver a County Employee's Statement (see copy attached) related to various matters there and each employee is expected to sign and return the signed original to the County Judge's Office. Any employee who declines to sign the Statement will have a copy of the attached letter placed in their employment file. The placement of this letter in their file does not preclude any other remedies available to the County.

Further the Court has directed the County Auditor's Office to have each new employee sign the Statement upon application.

Previously each department has been given a copy of the County Personnel Manual with the expectation that it would be available to each employee at any time during the work day. The Statement further states that each person on employment would be provided a copy of the County Personnel Manual for their review for 5 days; after which it was to be returned.

The Commissioners Court now has reason to believe that, for whatever reason, their directives regarding the Statement were not followed.

The Commissioners Court in the next few weeks will provide each employee either a copy of the current manual or an internet link to its location on the County's website for their review. The Court will attempt to keep its most current version available in each department and make every effort to make it available in the future on the County's website as well.

The Commissioners Court
February 28, 2011

JACK COUNTY
PERSONNEL POLICY

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**JACK COUNTY
POLICY ON EMPLOYMENT AT WILL**

**EMPLOYMENT AT
WILL**

1. All employment with Jack County shall be considered “at will” employment.
2. No contract of employment shall exist between any individual and Jack County for any duration, either specified or unspecified.
3. Jack County, by and through its departmental supervisors shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.
4. Jack County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice.
5. Employees of Jack County shall have the right to leave their employment with the County at any time, with or without notice.
6. The policies and procedures contained in this Manual are only guidelines, and they are not intended, nor should they be understood, to create any kind of contract of employment or property interest in any job or position.
7. No agreement or promise regarding employment is binding on the County, unless it is in writing and signed by the County Judge. The provisions of the Manual control over any conflicting statements made by supervisors.
8. All employees of Jack County shall be required to execute a statement of their understanding of this policy. Failure to do so will subject that employee to disciplinary action.

**JACK COUNTY
POLICY ON EMPLOYEE STATUS**

- | | |
|---------------------------|---|
| FULL TIME | 1. A full time employee shall be any employee in a position which has a normal work schedule of at least 37 hours per week. |
| PART TIME | 2. A part time employee shall be any employee in a position which has a normal work schedule of less than 37 hours per week. |
| TEMPORARY | 3. A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration or until a specific project is completed.

4. Temporary employees may be either full time or part time. |
| REGULAR | 5. A regular employee shall be any employee hired into a position which is not considered to be temporary.

6. Regular employees may be either full time or part time. |
| EMPLOYMENT AT WILL | 7. All employees are considered to be “at will” employees as defined in the POLICY ON EMPLOYMENT AT WILL and employee status shall not be considered a contract of employment. |

**JACK COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

**EQUAL
OPPORTUNITY**

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

**REASONABLE
ACCOMMODATION**

3. The County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.
4. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources. Disabled individuals requiring accommodations should notify the County Judge's Office.

**JACK COUNTY
POLICY ON APPLICATION FOR EMPLOYMENT**

**APPLICATION
PROCEDURE`**

1. Before an individual can be considered to be an applicant for employment with Jack County, he/she shall be required to complete the steps outlined in the “Jack County Application Procedure”.
2. Copies of the “Jack County Application Procedure” are available from the County Auditor’s Office and may be picked up at any time during the normal working hours for that office.

SELECTION

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

DISQUALIFICATION

4. An applicant shall be disqualified from consideration for employment if he/she:
 - a. Does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying;
 - b. 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. Has committed or attempted to commit a fraudulent act at any stage of the application process; or
- b. Is not legally permitted to hold the position.

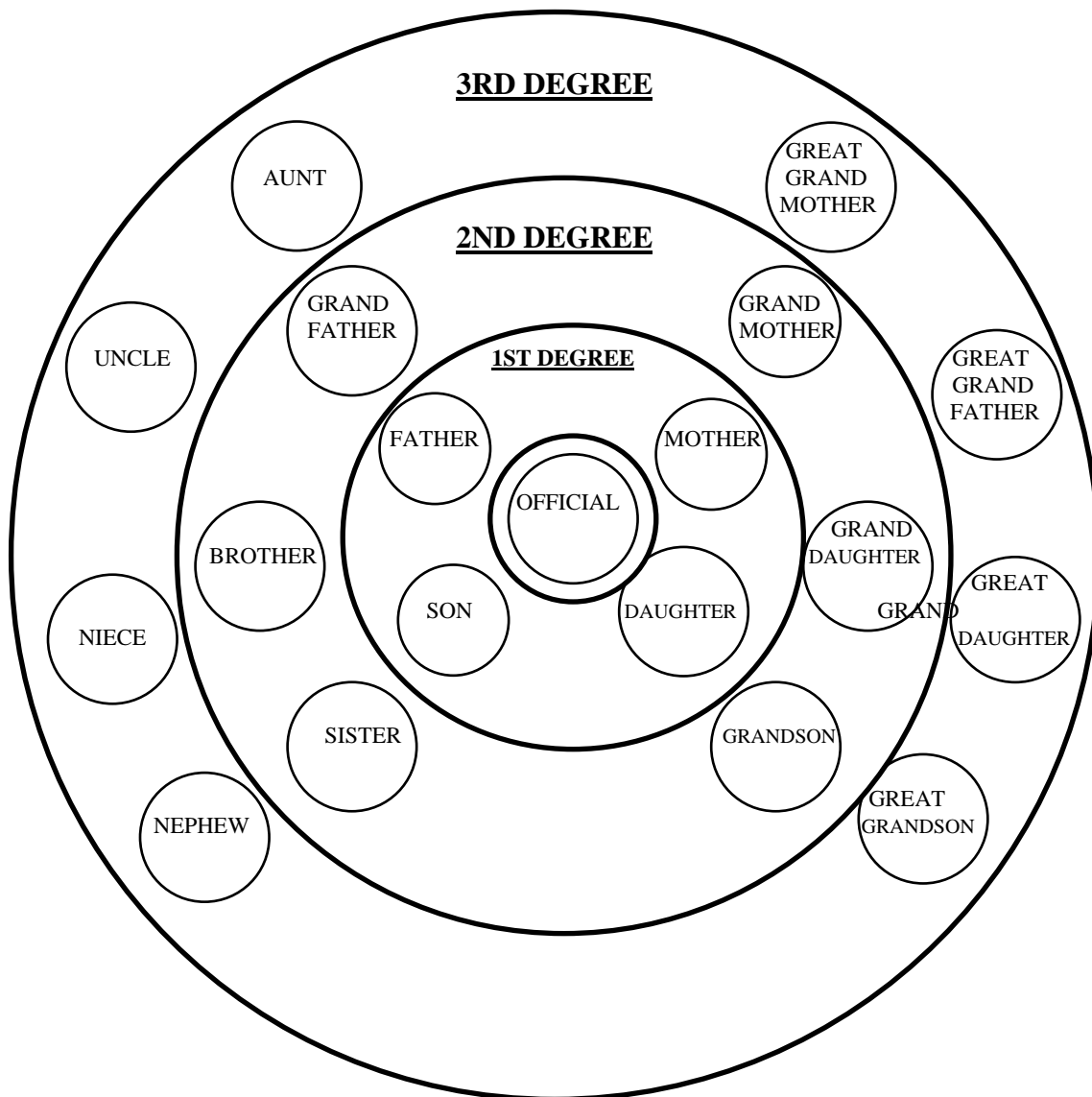
ACCOMMODATION

5. Disabled individuals requiring accommodations should notify the County Judge’s Office.

**JACK COUNTY
POLICY ON NEPOTISM**

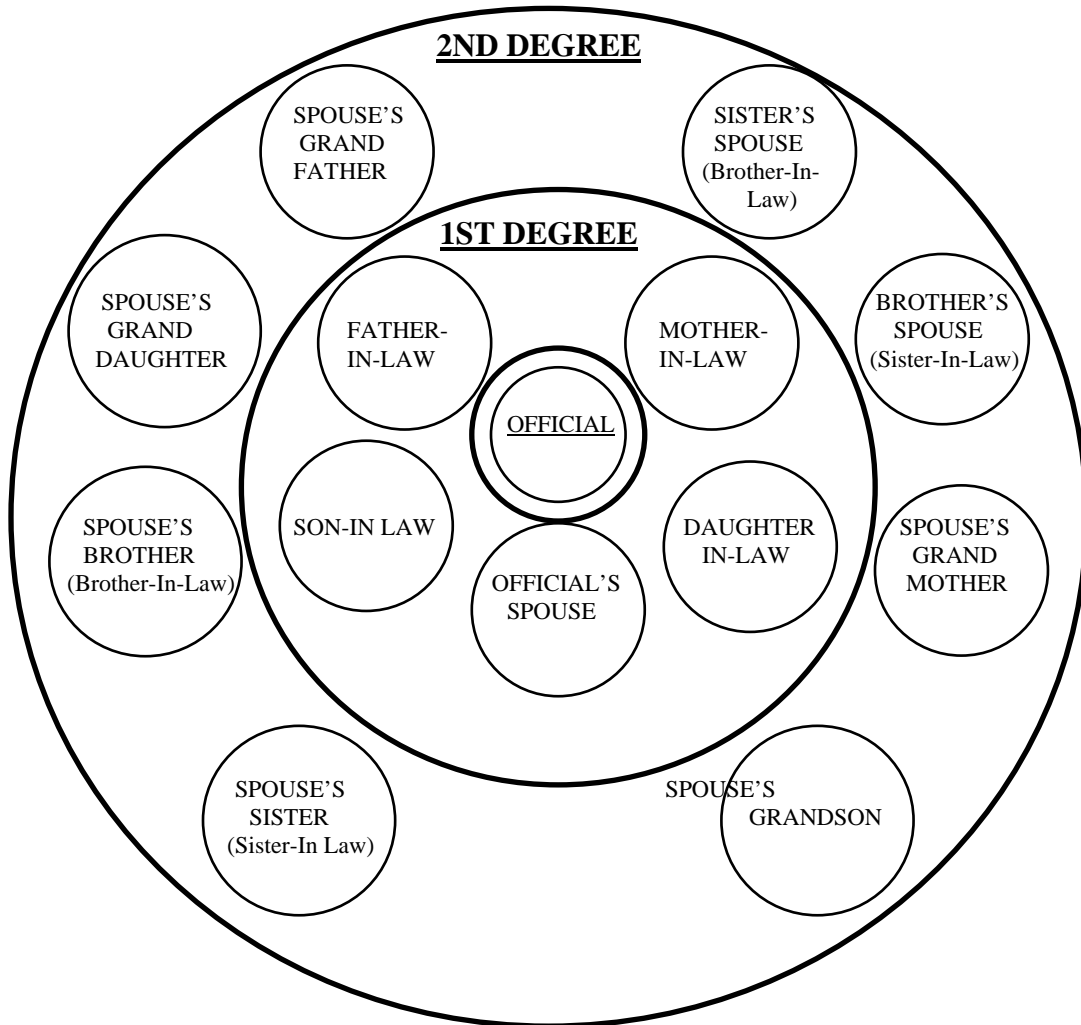
**HIRING OF
RELATIVES**

1. In accordance with the Texas Nepotism Statutes, an elected or appointed official of Jack County shall not hire a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department which he or she supervises.
2. The civil law method, as approved by the Texas Legislature in 1991 to be effective in August of that year, shall be used for determining degree of relationship. (See the charts that follow.)



**Consanguinity Kinship Chart
(Blood)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**



**Affinity Kinship Chart
(Marriage)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

**JACK COUNTY
POLICY ON VACATION**

ELIGIBILITY

1. All full-time regular employees shall be eligible for vacation benefits.
2. Part-time and temporary employees shall not be eligible for vacation benefits.

ACCRUAL RATE

3. Employees who have worked for less than ten (10) years in a position eligible to receive vacation shall earn vacation at the rate of .833 working days per month, which is equivalent to 10 working days per year.
4. Employees who have worked for ten (10) or more years in a position eligible to receive vacation shall accrue vacation at the rate of 1.25 working days per month, which is equivalent to 15 working days per year.
5. For purposes of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that he/she is scheduled to work.
6. Vacation shall not be accrued while an employee is on leave without pay.

**INITIAL ACCRUAL
AND WAITING
PERIOD**

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

**MAXIMUM
ACCRUAL**

8. The maximum amount of unused vacation an employee shall be allowed to have at one time is the amount the employee would normally earn in one (1) year at his or her current accrual rate plus five (5) additional workdays. (This would be 15 working days for employees with less than ten [10] years work in a position eligible to accrue vacation and 20 working days for employees with ten [10] or more years in such a position.)

POLICY ON VACATION

MAXIMUM ACCRUAL (cont.)

9. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until sufficient time has been used to bring the balance below the maximum allowed under this policy.
10. Accrual over the maximum may be allowed if an employee is unable to take vacation because of the needs of the county and:
 - a. The employee's supervisor prepares a request for accrual above the maximum explaining why the employee was unable to take vacation; and
 - b. The request is approved by the Commissioners' Court.

SCHEDULING

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

MINIMUM USAGE

12. The minimum amount of vacation that may be taken at one time shall be one-half (1/2) day.

BORROWING

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

PAY IN LIEU OF VACATION

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

HOLIDAY DURING VACATION

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

PAY AT TERMINATION

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

POLICY ON VACATION

**PAY AT
TERMINATION(cont.)** eligible for any vacation pay upon termination of
employment.

RECORD KEEPING 18. Each employee shall be responsible for accurately
recording all vacation time used on his or her time sheet.

**JACK COUNTY
POLICY ON SICK LEAVE**

ELIGIBILITY

1. All full time regular employees shall be eligible for the paid sick leave benefit.

ACCRUAL RATE

2. Eligible employees shall accrue sick leave at a rate of one work day per month.
3. For purposes of this policy, a workday is defined as the normal number of hours an employee would be expected to work on a day he/she is scheduled to work.
4. Accrual of sick leave shall start at the time an individual begins work for the County in a position eligible for the sick leave benefit.

**MAXIMUM
ACCRUAL**

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

USE OF SICK LEAVE

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

NOTIFICATION

9. 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.

POLICY ON SICK LEAVE

NOTIFICATION (cont.) 10. 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 15 minutes of the employee's normal time to begin work, when practicable.

11. Where it is not practicable to notify the supervisor within 5 minutes of the normal starting time, the employee should notify his/her supervisor as soon as is reasonably practicable.

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

DOCUMENTATION 13. 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.

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

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

MINIMUM USE 16. The minimum amount of sick leave that an employee may use at any time shall be one-half (1/2) day.

BORROWING 17. Employees shall not be allowed to borrow sick leave against future accruals.

PAY AT TERMINATION 18. Employees shall not be paid for unused sick leave at the termination of employment.

**JACK COUNTY
POLICY ON HOLIDAYS**

ELIGIBILITY

1. All full time regular employees shall be eligible for the paid holiday benefit.

HOLIDAYS

2. The County holidays for the following calendar year shall be determined by the Jack County Commissioners' Court at its first meeting of each December.

**HOLIDAY DURING
VACATION**

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

**HOLIDAY ON DAY
OFF**

4. 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 following 30 days.

5. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.

EMERGENCIES

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next 30 days equivalent to the amount of time worked on the holiday.

**SPECIAL
OBSERVANCES**

7. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for the County.
8. Determination of granted leave under Section 7 of this policy shall be made by the supervisor of the department in which the employee works, based on the needs of the department.
9. Vacation, compensatory time, or leave without pay may be used for leave granted under Section 7 of this policy.

**JACK COUNTY
POLICY ON JURY DUTY LEAVE**

JURY DUTY

1. Employees of Jack 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 actually serve on the jury.
2. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.
3. Any fees paid for jury service may be kept by the employee.

**OFFICIAL COURT
ATTENDANCE**

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

**PRIVATE
LITIGATION**

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

**JACK COUNTY
POLICY ON MILITARY LEAVE**

**GUARD AND
RESERVE**

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

ORDERS

5. An employee going on military leave shall provide his or her supervisor with a set of orders within two (2) days after receiving them.

ACTIVE MILITARY

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

**JACK COUNTY
POLICY ON FUNERAL LEAVE**

**FAMILY FUNERAL
LEAVE**

1. Employees shall be allowed up to three days leave with pay for a death in the immediate family.
2. For purposes of this policy, immediate family shall include the employee's spouse and the child, parent, grandparent, brother or sister of the employee or the employee's spouse.

OTHER LEAVE

3. Employees may be allowed time off with pay, up to a maximum of four hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend.

**ADDITIONAL
LEAVE**

4. 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.

**JACK COUNTY
POLICY ON MEDICAL INSURANCE**

ELIGIBILITY

1. All full time regular employees of Jack County shall be eligible for the group medical insurance benefit.
2. Premium for the coverage for eligible employees shall be paid by the County up to a maximum of \$805 per month with the balance being paid by the employee.

DEPENDENT

3. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.

COVERAGE

4. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

LIFE INSURANCE

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

INFORMATION

6. Details of coverage under the group medical insurance plan are available in the County Auditor's Office and may be obtained during the normal working hours for that office.

**JACK COUNTY
POLICY ON WORKERS' COMPENSATION**

ELIGIBILITY

1. All Jack County employees are covered by workers' compensation insurance while on duty for the County.

BENEFITS

2. Workers' compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of his/her job.
3. Workers' compensation also pays a partial salary continuation benefit for time lost from work in excess of seven calendar days as the result of eligible work related injuries or illnesses.

**ACCIDENT
REPORTING**

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

**PHYSICIAN'S
RELEASE**

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

**CONTRIBUTORY
FACTORS**

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

**JACK COUNTY
POLICY ON RETIREMENT**

ELIGIBILITY

1. Regular employees who work a normal schedule of 900 or more hours per year shall be eligible for the retirement benefit through the Texas County and District Retirement System (herein called “the TCDRS”).

CONTRIBUTIONS

2. Eligible employees shall make contributions to the retirement program through a system of payroll deduction in accordance with the requirements of the TCDRS.
3. Jack County shall make a contribution to each eligible employee’s retirement account equal to the contribution of the employee in accordance with the requirements of the TCDRS.

INFORMATION

4. Information on the retirement program may be obtained at the County Auditor’s Office during the normal working hours for that office.

**JACK COUNTY
POLICY ON SOCIAL SECURITY**

SOCIAL SECURITY 1. All County employees shall participate in the Federal Social Security program which provides certain retirement, disability, and other benefits.

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

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

**JACK COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE**

ELIGIBILITY

1. To be eligible for benefits under this policy, an employee must:
 - a. Have worked for Jack County at least 12 months (it is not required that these 12 months be consecutive); and
 - b. Have worked at least 1250 hours during the previous 12 months.

**QUALIFYING
EVENTS**

2. Family or medical leave under this policy may be taken for following situations:
 - a. The birth of a child and in order to care for that child;
 - b. The placement of a child in the employee's home for adoption or foster care;
 - c. To care for a spouse, child, or parent with a serious health condition; or
 - d. The serious health condition of the employee.

**SERIOUS HEALTH
CONDITION**

3. A "serious health condition" (whether of the employee or the employee's spouse, child or parent) means a physical or mental condition that involves:
 - a. Inpatient care; or,
 - b. Any period of incapacity requiring absence from work for more than three calendar days and that involves continuing treatment by a health care provider; or,
 - c. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or,
 - d. Prenatal care by a health provider.
4. "Continuing treatment" means:

POLICY ON FAMILY AND MEDICAL LEAVE

SERIOUS HEALTH CONDITION(cont.)

- a. Two or more visits to a health care provider; or
 - b. Two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or,
 - c. A single visit to a health care provider that results in a regimen of continuing treatment; or,
 - d. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.
5. “Spouse” does not include unmarried domestic partners.
6. “Child” means a child either under 18 years of age, or 18 years of age or older who is incapable of self care because of a mental or physical disability. An employee’s “child” is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.

LEAVE AMOUNT

7. Up to 12 weeks leave per 12 month period may be used under this policy.
8. The County will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy.
9. All leave taken under this policy during the prior 12 month period shall be subtracted from the employee’s 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.
10. If a husband and wife both work for the County, the maximum combined leave they shall be allowed to take in any 12 month period for the birth or placement of a child is 12 weeks.

POLICY ON FAMILY AND MEDICAL LEAVE

PAID AND UNPAID LEAVE

11. If an employee has accrued leave, the employee shall be required to use appropriate paid leave first with the remainder of the 12 weeks as unpaid leave.
12. An employee who is taking leave because of the employee's own serious health condition, or the serious health condition of an eligible family member, shall be required to first use all paid vacation, sick leave, and any other paid leave with the rest of the 12 week leave period being without pay.
13. An employee taking leave for the birth of a child shall be required to take paid sick leave, and/or other paid leave for the recovery period after the birth of the child prior to going on leave without pay.
14. After the recovery period from giving birth to a child, the employee shall be required to use vacation and other available paid leave, except for sick leave, prior to going on leave without pay.
15. An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use all paid leave due, except for sick leave, prior to going on leave without pay.
16. The maximum amount of paid and unpaid leave that may be used under this policy in any 12 month period is 12 weeks.

INSURANCE

17. While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work.
18. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.

POLICY ON FAMILY AND MEDICAL LEAVE

INSURANCE(cont.)

19. Payment for coverage under section 16 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.
20. While on leave without pay, the employee shall be required to pay for premiums due to the County under section 16 of this policy no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

INTERMITTENT LEAVE AND REDUCED SCHEDULE

21. Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member.
22. A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member.
23. All work time missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employee's 12 week leave eligibility.

PHYSICIAN'S STATEMENT

24. The County shall have the right to ask for certification of the serious health condition of the employee or the employee's eligible dependent when the employee requests or is using leave under this policy.
25. The employee should respond to the request within 15 days of the request or provide a reasonable explanation for the delay.
26. Certification of the serious health condition of the employee shall include:

**PHYSICIAN'S
STATEMENT (cont.)**

- a. The date the condition began;
 - b. Its expected duration;
 - c. The diagnosis of the condition;
 - d. A brief statement of the treatment; and
 - e. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.
27. Certification of the serious health condition of an eligible family member shall include:
- a. The date the condition began;
 - b. Its expected duration;
 - c. The diagnosis of the condition;
 - d. A brief statement of treatment; and
 - e. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
28. If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
29. The County shall have the right to ask for a second opinion from a physician of the County's choice, at the expense of the County, if the County has reason to doubt the certification.

POLICY ON FAMILY AND MEDICAL LEAVE

PHYSICIAN'S STATEMENT (cont.)

30. If there is a conflict between the first and second certifications, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUESTING LEAVE

31. Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his or her immediate supervisor.

32. Where practicable, an employee should give his or her immediate supervisor at least 30 days notice before beginning leave under this policy.

33. Where it is not reasonably practicable to give 30 days notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.

34. If an employee fails to provide 30 days notice for foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

35. Prior to or at the time an employee goes out on leave herein, the employee's immediate supervisor shall furnish written notification that:

- a. The leave will be counted against the employee's 12 weeks;
- b. The requirements of furnishing medical certification;
- c. The substitution of accrued paid leave; and,
- d. The insurance premium payment arrangements.

REINSTATEMENT

36. Employees returning from leave under this policy, and who have not exceeded the 12 week maximum allowed under this policy, shall be returned to the same job or a job equivalent to that the employee held prior to going on leave.

POLICY ON FAMILY AND MEDICAL LEAVE

REINSTATEMENT (cont.) 37. Where an employee is placed in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.

38. The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum 12 weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave.

REPAYMENT OF PREMIUMS

39. Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the 12 weeks maximum leave allowed under this policy shall be required to reimburse the County for all medical premiums paid by the County while the employee was on leave without pay.

OTHER BENEFITS

40. While on leave without pay under this policy, an employee shall not earn vacation, sick leave, be eligible for holidays, or earn other benefits afforded to employees actively at work, except for those stated in this policy.

OTHER ISSUES

41. Any area or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act (FMLA) and the regulations issued to implement it.

**JACK COUNTY
EMPLOYEE SICK LEAVE POOL POLICY**

PURPOSE:

To establish guidelines for the creation and operation of a sick leave pool to benefit certain employees of Jack County (herein called “the County”) who suffer a catastrophic injury or illness. A catastrophic injury or illness is defined as:

A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the county for the employee.

“Licensed practitioner” means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.

“Immediate family” is defined as an employee's spouse, mother, father, brother, sister, son, daughter or grandparents.

ADMINISTRATION OF THE POOL:

A Pool Administrator will be appointed by the Commissioners' Court of the County to be responsible for the purpose of:

- Developing mechanisms to transfer accrued sick leave into and out of the pool;
- Developing rules and procedures for the operation of the pool; and,
- Developing forms for contribute leave to, or using leave from, the pool.

The Pool Administrator will be responsible for receiving and reviewing all applications, for use of leave from the Jack County Employees Sick Leave Pool (“the Pool”).

GENERAL PROVISIONS:

1. All full-time employees of Jack County may apply to use sick leave from the Pool.
2. Employees may use pool leave for their own catastrophic illness or injury or for catastrophic illness or injury in their immediate family, as defined above.
3. Employees must exhaust all accrued leave granted them before they are eligible to use leave from the pool.

4. Employees on pool sick leave accrue paid leave when using pool sick leave, provided the employee returns to work following the leave.
5. Employees with catastrophic illnesses or injuries are not required to contribute to the pool before they can use pool leave.
6. Employees who use pool leave are not required to pay back pool leave.
7. The employee's department head shall not hire a replacement of the employee during the time of leave without prior approval of the Commissioners Court.

CONTRIBUTING SICK LEAVE TO THE POOL:

1. Contributions to the pool are strictly voluntary.
2. Active employees may contribute up to five (5) days of sick leave to the Pool each fiscal year in increments of eight (8) hours. The Sheriff's Office will present its own policy for approval by the Commissioners Court in light of its 12 hour workdays.
3. Employees who make contributions to the Pool may not recover them.
4. Employees who make contributions at the end of the fiscal year to the Pool may not stipulate who is to receive their contribution.
5. Employees will be encouraged to contribute to the pool at the time of their separation of employment up to the maximum of five (5) days,
6. Employees who contribute leave to the Pool cannot get it back unless they are eligible to use it.

REQUESTING TO USE LEAVE FROM THE POOL:

1. Requests for pool leave will be forwarded to the Pool Administrator through appropriate supervisory channels, and will be considered on a first-come, first-served basis. The Pool Administrator will be designated to review all requests for leave. The Pool Administrator will have five (5) work-days from the date a request is received in which to approve all or part of the request, or deny the request.
2. The Pool Administrator shall recommend an amount of leave to be granted.

3. Upon approval of a request for sick leave, the Pool Administrator will notify each employee of the need and provide a form for donating time for the purpose of the employee with the need.
4. All donated sick leave after solicitation by the Pool Administrator shall be credited to the benefit to the person so requesting leaving no balance in the pool. The estate of a deceased employee is not entitled to payment for unused pool leave.
5. An employee may request to use pool leave only once each fiscal year, per catastrophic illnesses, unless the employee does not use the maximum leave granted on the first request.
6. Any employee denied leave by the Pool Administrator may appeal that decision to the Commissioners Court.

GRANTED LEAVE:

1. The amount of leave given and used from the Pool shall not exceed 90 days.
2. Leave time given from the sick leave pool must be so noted on time sheets when used.

ESTABLISHMENT:

The Jack County Employee Sick Leave Pool will become effective May 14, 2001.

From May 14, 2001 through December 31, 2001, employees of the County may contribute up to 5 days of sick leave to the sick pool for the year 2001.

**JACK COUNTY
POLICY ON ATTENDANCE AND TIMELINESS**

- ATTENDANCE**
1. Each employee shall report to work on each day he or she is scheduled to work unless prior approval for absence is given by the employee's supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.
- TARDINESS**
2. Each employee shall be at his or her place of work at the starting time set by his/her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.
 3. Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.
- NOTIFICATION**
4. If an employee is unable to be at work at his/her normal reporting time, the employee shall be responsible for notifying his/her supervisor as soon as is reasonably practicable of the circumstances causing the tardiness or absence.
- EXCUSED AND UNEXCUSED**
5. Each supervisor shall be 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.
 6. Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.
- ABANDONMENT OF POSITION**
7. An employee who does not report for work for three consecutive scheduled work days, and who fails to notify his or her supervisor, shall be considered to have resigned his/her position by abandonment.

**JACK COUNTY
POLICY ON COUNTY PROPERTY**

RESPONSIBILITY

1. Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, or other County equipment assigned to him/her.
2. County employees shall only use equipment, vehicles, tools, and other County property that they are authorized to use.

PERSONAL USE

3. Personal use of County vehicles, equipment, supplies, tools, and any other County property shall not be permitted.

LICENSES

4. A County employee who operates any County equipment or vehicle which requires a license shall be required to have a current active license for that vehicle or equipment any time he/she operates it.
5. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify his or her supervisor of any change in the status of that license.
6. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.
7. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ACCIDENTS

8. Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to his or her supervisor and to the proper law enforcement or other authority immediately.

POLICY ON COUNTY PROPERTY

- ACCIDENTS** (cont.)
9. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and the County Judge.

**JACK COUNTY
POLICY ON CONFLICT OF INTEREST**

**CONFLICT OF
INTEREST**

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

PROHIBITED

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

**JACK COUNTY
POLICY ON POLITICAL ACTIVITY**

**POLITICAL
ACTIVITY**

1. Employees of Jack County shall have the right to support candidates of their choice and to engage in political activity during their personal time.
2. County employees shall not:
 - a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
 - b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
 - c. Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.
3. In the event that an employee chooses to run against an incumbent for an elected position in the office for which they work, they must resign at the time they file for any primary election, the date of filing of a write-in petition, or at the time they are nominated for the sought after elected position, which ever comes first.

**JACK COUNTY
POLICY ON SAFETY**

**SAFETY
STANDARDS**

1. Each County employee shall be required to adhere to the general safety standards established for all employees and to all additional safety standards for their job or the department in which he/she works.

VIOLATIONS

2. Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action, up to and including termination.
3. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

4. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to the department head.

**JACK COUNTY
POLICY ON SEXUAL HARASSMENT**

POLICY

1. It shall be the policy of Jack County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.
2. Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment.

DEFINITION

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

CLAIMS

4. All claims of sexual harassment shall be taken seriously and investigated.
5. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.
6. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment.

REPORTING

7. Employees who feel they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work.

POLICY ON SEXUAL HARASSMENT

REPORTING (cont.)

8. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge, another member of the Commissioners' Court, or to the County Attorney.
9. The official or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.
10. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

OTHER RIGHTS

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

**JACK COUNTY
POLICY ON PAY PERIODS AND TIME SHEETS**

PAY PERIOD

1. The pay period for Jack County shall be a bi-weekly pay period * with checks being issued on every other Monday of each month.

[An annual salary is often literally understood as earnings based on a 365 day year. Using a 14 day pay period for which employees are compensated bi-weekly creates a year of 364 days or 26 14-day pay period years. Leap years will from time to time mathematically create an extra pay period when employees are paid every other week. If employees are paid on that occasion, it will create an increase in their annualized salary.*

In those years, the County will notify its employees in writing in January that in September employees will receive the last check in the County's fiscal year with a 3 week interval rather than a 2 week. The result will not vary the annual salary of employees.]

2. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

TIME SHEETS

3. Each employee shall be required to fill out a time sheet to be turned in to his/her supervisor or the county payroll clerk on the last day of each pay period.
4. 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.

PAY ADVANCES

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

**JACK COUNTY
POLICY ON COMPENSATION**

APPLICATION

1. This policy shall apply to all County employees except law enforcement employees.
2. Compensation for law enforcement employees shall be handled in accordance with the policies established in the Sheriff's Department with the approval of the Commissioners' Court.

**SALARIED
EMPLOYEES**

3. All County employees, except temporary employees, shall be paid on a monthly salary basis.
4. For full time regular employees, the monthly salary compensates the employee for all hours worked up to 40 in any workweek.
5. For part time regular employees, the monthly salary compensates the employee for all hours worked in a workweek up to the amount designated by the County for the position.
6. Salaried employees shall be paid for one twenty-sixth (1/26) of their annual salary on each pay day.

TEMPORARY

7. Temporary employees shall be paid hourly no less than the minimum wage established by the Fair Labor Standards Act, as amended.

POLICY ON PAYROLL DEDUCTIONS

REQUIRED DEDUCTIONS

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

RETIREMENT

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

OPTIONAL DEDUCTIONS

3. Any optional deduction authorized by the Commissioners' Court and approved by the employee shall also be made from the employee's paycheck.
4. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Auditor's Office.

**JACK COUNTY
POLICY ON WORK SCHEDULE AND WORKWEEK**

WORK SCHEDULE 1. The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday.

EXCEPTIONS 2. In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

3. The need for schedules that vary from the normal schedule shall be determined by each department head.

WORKDAY 4. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

WORKWEEK 5 For purposes of recordkeeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Jack County shall begin at 12:01 a.m. on each Sunday and end seven (7) consecutive work days later (168 hours).

**JACK COUNTY
POLICY ON HOURS WORKED AND OVERTIME**

HOURS WORKED

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

**OVERTIME
APPLICATION**

2. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA, except for law enforcement employees.
3. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the Sheriff's Department.

**OVERTIME
DEFINITION**

4. Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek.
5. Paid leave shall not be counted in determining if overtime has been worked in any workweek.
6. Except in emergency situations, an employee shall be required to have authorization from his/her supervisor before working overtime.

**JACK COUNTY
POLICY ON OVERTIME COMPENSATION**

**POLICY
APPLICATION**

1. This policy shall apply to all County employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) except for law enforcement employees.
2. Overtime for law enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Sheriff's Department.

**OVERTIME
COMPENSATION**

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

**MAXIMUM
COMPENSATORY
TIME**

5. The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 240 hours.
6. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 1/2) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

**USE OF
COMPENSATORY
TIME**

7. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works.
8. Compensatory time may be used for any purpose desired by the employee.
9. The County shall retain the right to control the accumulation of compensatory time by requiring an

**JACK COUNTY
POLICY ON GRIEVANCES**

PROCEDURE

1. Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor.
2. If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official.
3. The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.

**JACK COUNTY
POLICY ON DISCIPLINE**

DISCIPLINE

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

**TYPES OF
DISCIPLINE**

2. Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

**AT WILL
EMPLOYMENT**

3. All County employees are "at will" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/her job.
4. The County, by and through its departmental supervisors, 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 policy of employment at any time, with or without notice.

**JACK COUNTY
POLICY ON DRUGS AND ALCOHOL**

PURPOSE

1. The purpose of this policy shall be to establish a drug and alcohol-free workplace to help ensure a safe and productive work setting for all employees.

APPLICABILITY

2. This policy shall apply to all employees of Jack County regardless of rank or position and shall include temporary and part-time employees.
3. The only exception to this policy shall be the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

POLICY

4. The following shall be a violation of this policy:
 - a. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance or drug paraphernalia on County property.
 - b. Being under the influence of alcohol or illegal drugs while on County property or while on duty for the County.
 - c. The unauthorized possession or use of prescription or over-the-counter drugs while on County property or while on duty for the County.
 - d. The use of prescription or over-the-counter drugs, while on County property or while on duty for the County, in a manner other than that intended by the manufacturer or prescribed by a physician.

DEFINITIONS

5. **A controlled substance** shall include any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. (A copy of this information is available for review in the Auditor's Office.)

POLICY ON DRUGS AND ALCOHOL

- DEFINITIONS (cont.)**
6. **County property** shall include all County owned, rented, or leased real property such as buildings, land, parking lots etc. and property used by employees such as vehicles, lockers, desks, closets, storage areas, etc.
 7. **Drugs** shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
 8. **Drug paraphernalia** shall include equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise inducing into the human body an illegal drug or controlled substance.
 9. **Illegal drug** shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.
 10. **Under the influence** shall be defined as a state of having a blood alcohol concentration of 0.10 or more where “alcohol concentration” has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

POLICY VIOLATIONS

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

PRESCRIPTION DRUGS

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

POLICY ON DRUGS AND ALCOHOL

PRESCRIPTION DRUGS (Continued)

13. Any information concerning prescription medications being used by an employee, and any other medical information of which the supervisor becomes aware, shall be treated as confidential information.
14. Prescription medications used at work are to be kept in their original container.

TREATMENT

15. Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.
16. Information on benefits provided for treatment of alcohol and drug problems through the County's medical insurance program is available in the employee's insurance coverage booklet or from the Auditor's Office.

RESERVATION OF RIGHTS

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

**JACK COUNTY
POLICY ON SEPARATIONS**

DEFINITION

1. A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends.

**TYPES OF
SEPARATION**

2. All separations from Jack County shall be designated as one of the following types.
 - a. Resignation
 - b. Retirement
 - c. Dismissal
 - d. Reduction in force (layoff)
 - e. Death
 - f. Other

RESIGNATION

3. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Jack County and the separation does not fall into one of the other categories.
4. Employees who are resigning should submit a written notice of resignation to his/her supervisor.

RETIREMENT

5. A 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.
6. An employee who is retiring should notify his/her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

DISMISSAL

7. A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation.
8. Jack 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.

POLICY ON SEPARATIONS

REDUCTION IN FORCE

9. An employee shall be separated from employment because of a reduction in force when his/her position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position.

DEATH

10. A separation by death shall occur when an individual dies while currently employed by the County.
11. If an employee dies while still employed by the County, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.

OTHER

12. Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an “other” separation.
13. When a separation is designated as “other”, the supervisor shall provide details of the nature of the separation for the personnel records.

NOTIFICATION

14. As soon as a supervisor becomes aware of separation from employment, or the intent to separate employment, by an employee, the supervisor shall be responsible for immediately notifying the County Judge and the County Auditor.

**JACK COUNTY
POLICY ON COURTHOUSE CLOSINGS FOR FUNERALS**

**NATIONAL/ TEXAS
LEADERS**

1. *Closings:* At the death of the President, the Vice President, the Governor, or the Lieutenant Governor while in office, all county offices will be closed on the day of the funeral and resume operations on the day following.

2. *Flags:* All flags will be flown at half-staff as directed by the nation's or state's declaration.

EMPLOYEES

3. *Former:* The County Offices may close individually at the discretion of the Department head or allow the attendance of those choosing to attend for a period of time sufficient to allow attendance for former county employee.

4. *Current:* The County Offices will be closed one half of one work day to allow funeral attendance of current county employee.

**ELECTED/APPOINTED
OFFICIAL**

5. *Former:*

Closings: The County Offices may close individually at the discretion of the Department head or allow the attendance of those choosing to attend for a period of time sufficient to allow attendance.

Flags: The courthouse flags will be flown at half mast on the day of the funeral.

6. *Current:*

Closings: All County Offices will be closed on the day of the funeral and resume operations on the day following.

Flags: The courthouse flags will be flown at half mast on the day of the funeral..

**EMERGENCY
SERVICES**

7. All County Offices providing emergency services shall continue in normally scheduled operations but all nonessential personnel are encouraged to attend funeral services.

**OTHER
OCCASIONS**

8. At all other such times as declared by the Commissioners Court or its designated agent for such matters which is the County Judge.