

LAMPASAS COUNTY PERSONNEL POLICIES

1. **EMPLOYMENT PRACTICES**

INTRODUCTION AND DISCLAIMER (REV. 12-4-12)

- 1.1 EQUAL EMPLOYMENT OPPORTUNITY (Revised 10-13-20)
- 1.2 SEXUAL HARASSMENT POLICY (Revised 10-13-20)
- 1.3 NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES
- 1.4 EMPLOYEE SUGGESTIONS FOR REASONABLE ACCOMMODATION
- 1.5 CONFLICT OF INTEREST
- 1.6 AT WILL EMPLOYMENT (REV. 8/23/11)

2. **TYPES OF EMPLOYMENT**

2.0 RECRUITMENT AND SELECTION

3. **EMPLOYEE COMPENSATION**

- 3.1 PAYROLL, PAY PERIODS, AND TIME SHEETS (Revised 8-13-18)
- 3.2 COMPENSATION (Revised 8-13-18)
- 3.3 PAYROLL DEDUCTIONS
- 3.4 LONGEVITY PAY (Revised 8-13-18)
- 3.5 DOCUMENTATION (Revised 8-13-18)
- 3.6 PAY SCHEDULE AND PLACEMENT (7-25-16)

JOB/CLASS DESCRIPTIONS AND PERSONNEL FILES

- 4.1 CLASSIFICATION OF EMPLOYMENT (Revised 8-13-18)
- 4.2 POSITION LEVELS OF RESPONSIBILITY (7-25-16)
- 4.3 NEW AND CHANGED POSITIONS (7-25-16)

5. **WORK SCHEDULE AND TIME REPORTING**

- 5.1 ATTENDANCE AND TIMELINESS
- 5.2 WORK SCHEDULE AND WORK WEEK
- 5.3 HOURS WORKED AND OVERTIME
- 5.4 OVERTIME COMPENSATION

6. **BENEFITS**

- 6.1 EMPLOYEE BENEFITS (REV. 12-10-12)
- 6.2 VACATION TIME (Revised 8-13-18)
- 6.3 MEDICAL INSURANCE (Revised 8-13-18)
- 6.4 RETIREMENT
- 6.5 SOCIAL SECURITY (Revised 8-13-18)
- 6.6 OTHER BENEFITS (NEW 12-10-12)

LAMPASAS COUNTY PERSONNEL POLICIES

- 7. **LEAVES AND ABSENCES**
 - 7.1 LEAVE OF ABSENCE
 - 7.2 PERSONAL LEAVE
 - 7.3 EMERGENCY LEAVE (**Revised 8-27-18**)
 - 7.4 CIVIC DUTY LEAVE
 - 7.5 MILITARY LEAVE
 - 7.6 FAMILY AND MEDICAL LEAVE
 - 7.7 SICK LEAVE POOL (**Revised 8-13-18**)
 - 7.8 ADMINISTRATIVE LEAVE (**Approved 8-13-18**)

- 8. **HOLIDAYS**
 - 8.1 HOLIDAYS (**REV 8/23/11**)

- 9. **HEALTH AND SAFETY**
 - 9.1 SAFETY
 - 9.2 INJURY ON THE JOB

- 10. **DRUG AND ALCOHOL ABUSE**
 - 10.1 DRUGS AND ALCOHOL

- 11. **USE OF AND ACCOUNTABILITY FOR COUNTY EQUIPMENT AND PROPERTY**
 - 11.1 COUNTY PROPERTY
 - 11.2 USE OF ELECTRONIC DEVICES AND ACCESS (**Revised 8-13-18**)

- 12. **RESOLUTION OF DISPUTES, DISCIPLINE, SEPARATION AND TERMINATION**
 - 12.1 DISCIPLINE (**Revised 8-13-18**)
 - 12.2 GRIEVANCES
 - 12.3 SEPARATIONS

- 13. **GENERAL POLICIES**
 - 13.1 NEPOTISM
 - 13.2 PERSONAL APPEARANCE
 - 13.2 VIOLENCE IN THE WORK PLACE
 - 13.4 INCLEMENT WEATHER (**NEW. 1-28-13**)

- 14. **TRAVEL REIMBURSEMENT**
 - 14.1 TRAVEL REIMBURSEMENT (**Revised 8-13-18**)

- 15. **FORMS (Added 8-13-18)**
 - REASONABLE ACCOMODATION REQUEST
 - WAGE DEDUCTION AUTHORIZATION REQUEST
 - SICK LEAVE POOL MEMBERSHIP FORM
 - SICK LEVE POOL REQUEST
 - DIRECT DEPOSIT AUTHORIZATION

LAMPASAS COUNTY PERSONNEL POLICIES

DATES OF POLICY CHANGES

07/2008	4-8-13	2-8-2016
07/2010	8-12-13	3-28-16
08/2011	10-15-13	7-25-16
12/04/12	12-16-13	09-28-17
12/10/12	2-10-14	10-01-2011
1/28/13	10-2015	8-13-18
8-27-18	10-13-20	