

1. COUNTY EMPLOYMENT

1.1. RECRUITMENT AND SELECTION

County Department Heads have full authority to hire employees within their department. Appointed Officials are hired under the applicable statutory authority.

Department Heads may use any of the following recruitment and selection processes to fill vacancies: public recruitment, public posting, internal promotion or transfer, referral from a job training program, referral from a public employment agency, selection from current applicants on file in the Treasurer's Office, and previous employees who left in good standing.

Certain positions require testing which may include drug and alcohol testing, physical examinations, psychological testing, or other tests that may be required by state law. Specific job related performance tests may be administered to determine eligibility for the position. Such tests shall be administered equally to all identified applicants.

Applicants shall be disqualified from County employment if they:

- Do not meet the minimum education or qualifications required for the position
- Knowingly make false statement(s) on the application materials
- Have committed fraud during the selection process
- Are not legally permitted to hold the position
- Have offered or attempted to offer money, service or any other thing of value to secure an advantage in the selection process
- Do not meet the physical requirements of the job description
- Fail the substance abuse screening
- Have not provided proof of citizenship or legal work status in the United States prior to the close of business on the third day of employment.
- Fail to provide valid copies of a current license, identification, certification, or other documents required for the position

1.2. EMPLOYMENT AT-WILL

All employment with Lampasas County shall be considered "at will" employment. No contract of employment shall exist between any individual and Lampasas County for any duration, either specified or unspecified. No provision of this employee handbook shall be construed as modifying your employment at will status.

Lampasas 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.

Lampasas 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 Lampasas County shall have the right to leave their employment with the County at any time, with or without notice.

1.3. EMPLOYEE STATUS POLICY

The status of each county position identifies how the position is paid and how benefits are granted by Commissioners Court. The status of a position cannot be changed without the approval of the Commissioners Court. This policy defines both health insurance and retirement benefits.

REGULAR FULL TIME

Any employee who has a normal work schedule of 30 or more hours per week. Full time employees are eligible for county health insurance and retirement 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. Lampasas County makes exempt status determination based on the Fair Labor Standards Act.

REGULAR PART TIME

Any employee who has a normal work schedule of less than thirty (30) hours per week. All regular part time employees are eligible for county retirement benefits regardless of the number of hours worked per week and shall be placed on TCDRS retirement. Part time employees are not eligible for any other benefits of employment, including group health, life, hour accrual, paid holidays or longevity related benefits.

TEMPORARY SEASONAL

Any employee who is hired into a position that lasts six (6) or less 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.

TEMPORARY FULL TIME

Any employee who is expected to work for thirty (30) or more hours each week in a position that is expected to last for a specific period of time 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 full time employees are not eligible for retirement benefits. Temporary full time employees will be eligible under the Affordable Care Act for county health benefits.

TEMPORARY PART TIME

Any employee who is expected to work less than thirty (30) hours each week in a position that is expected to last for a specific period of time 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 also not eligible for retirement benefits.

1.4. EQUAL EMPLOYMENT OPPORTUNITY

Lampasas County is an equal opportunity employer. The county will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, 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 as a result of a condition or status protected by law, please advise your elected official, appointed official, department head or the county attorney.

1.5. AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA)

It is the policy of Lampasas County to prohibit any harassment of, or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels they have been subjected to such treatment, or has witnessed such treatment, 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 of an employee's disability are instructed to treat the employee's disability with confidentiality.

It is Lampasas County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the county. In accordance with 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 the 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.

1.6. PERSONNEL FILES

The Lampasas County Treasurer's Office will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, Personal Action Requests and W4's as well as, records concerning performance, discipline and compensation.

Employees shall promptly notify the County Human Resources representative in the Treasurer's Office of any change in name, address, contact information, direct deposit banking information, marital status, number of dependents or any other pertinent information in order to maintain accurate employee records and avoid issues in benefit eligibility or returned mail.

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 this information to be released to the public no later than 14 days after their first day of employment.

1.7. NEPOTISM

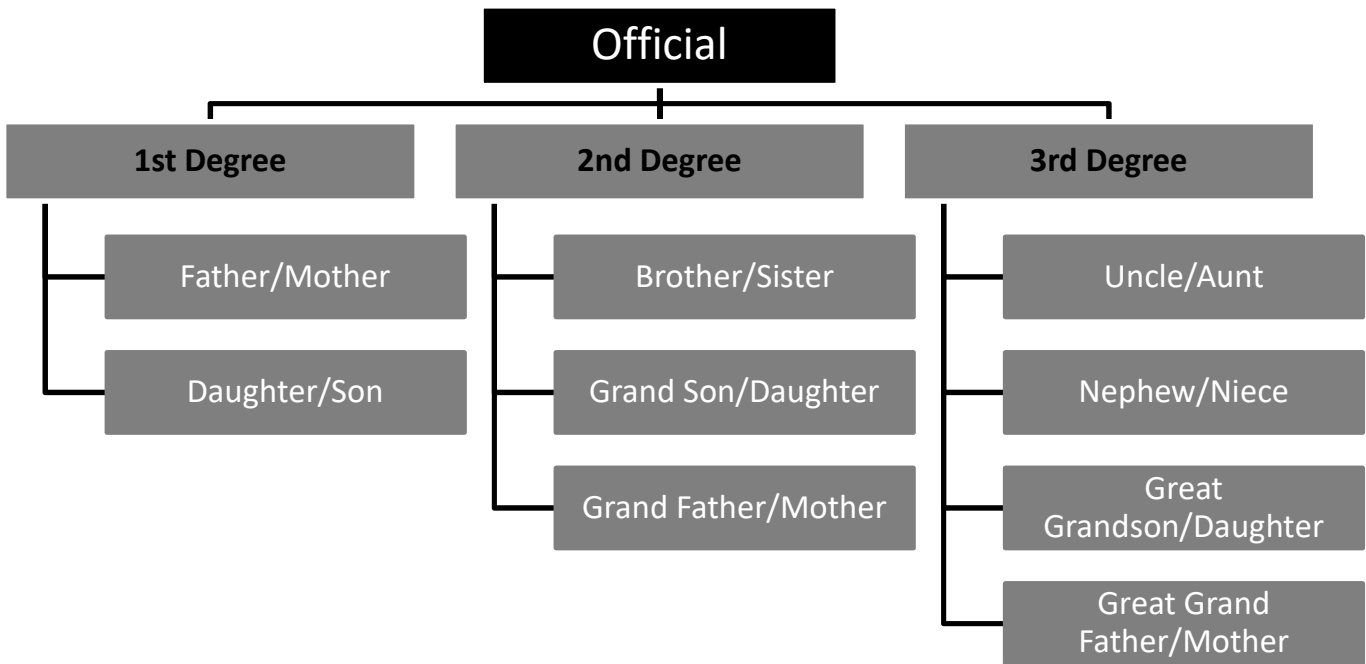
Texas Government Code Chapter 573, a Public Official of Lampasas County is prohibited from hiring a relative related within the third degree of consanguinity (blood, including adopted relatives) or within the second degree of affinity (marriage) to work in a department that they supervise or exercise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

No Lampasas County employee shall hire, employ, supervise, or award a contract to a relative within the second or third degree of affinity.

The 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)

