

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 3. EMPLOYEE COMPENSATION

3.5 DOCUMENTATION

DOCUMENTATION OF EMPLOYEE COMPENSATION AND OTHER EMPLOYMENT INFORMATION WILL BE MAINTAINED IN THE EMPLOYEE PERSONNEL FILE IN THE HUMAN RESOURCES DEPARTMENT. PAYROLL WILL MAINTAIN COPIES OF RECORDS FOR PAYROLL PROCESSING PURPOSES WITH ORIGINALS IF REQUIRED BY LAW.

INFORMATION WILL BE DOCUMENTED REGARDING NEW EMPLOYEES, TERMINATING EMPLOYEES AND ANY CHANGES AFFECTING EMPLOYMENT OF COUNTY EMPLOYEES. WRITTEN DOCUMENTATION WILL REFLECT ACTIONS AFFECTING EMPLOYMENT AND PAYROLL AND WILL CONTAIN SIGNATURES OF THE AFFECTED EMPLOYEE, THE SUPERVISOR, OR DEPARTMENT HEAD, HUMAN RESOURCES DIRECTOR AND COUNTY AUDITOR. NO CHANGES WILL BE MADE WITHOUT SAME APPROVAL SIGNATURES.

THE HUMAN RESOURCES DIRECTOR IS THE RESPONSIBLE PARTY FOR INTERPRETATION OF PERSONNEL POLICIES AND EMPLOYMENT PRACTICES. NEW OR CHANGES IN POLICY INTERPRETATION AND REQUESTS FOR NEW POLICY WILL BE FORWARDED TO COMMISSIONERS' COURT FOR CONSIDERATION. COMMISSIONERS COURT IS THE FINAL AUTHORITY FOR SETTING POLICY.