

ANGELINA COUNTY



PERSONNEL POLICY MANUAL

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Angelina County Employee Handbook that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

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

I understand that this employee handbook is intended to provide guidance in understanding Angelina County's policies, practices and benefits. I understand that Angelina County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

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

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and that I 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. If I am required to have a Commercial Driver's License (CDL) for my County position, I will be subject to random, reasonable suspicion, post-accident and follow-up drug and alcohol testing.

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

Any employee who fails or refuses to sign this document within five (5) days of being asked to do will be ineligible for continued employment with Angelina County.

Signature of Employee

Printed Name of Employee

Date Signed

STATEMENT AND ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT

Statement

Employment with Angelina County is considered “at will.” That is, either the employer or the employee can sever the employment relationship at any time with or without notice, for any legal reason, or for no reason at all.

Angelina County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice. Employment “at will” has been and will continue to be Angelina County’s employment policy until an official order of the Angelina County Commissioners Court declares otherwise.

Employment “at will” supersedes all other policies contained in this personnel policy manual.

Execution of this form of acknowledgement is a condition of employment with Angelina County, and a failure to sign will result in the individual becoming ineligible for hire.

POTENTIAL EMPLOYEES: Be advised that execution of this form is a condition of employment with Angelina County. A failure or refusal to sign this form during the new hire onboarding process will cause an individual to become ineligible for hire.

CURRENT EMPLOYEES: Be advised that execution of this form is a condition of employment with Angelina County. If it comes to light that a current employee does not have such a form on file, a failure or refusal to sign the form within five days of being requested to do so will result in an individual becoming ineligible for continued employment with Angelina County.

Acknowledgement

I hereby disclose that I have read the above statement and understand that employment with Angelina County is considered “at will.” My signature below affirms this understanding.

Signature of Employee

Printed Name of Employee

Date Signed

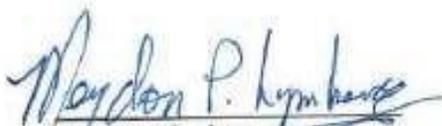
COUNTY OF ANGELINA COMMISSIONERS COURT ORDER

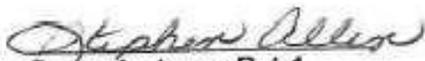
WHEREAS the Angelina County Commissioners Court desires to provide the employees of Angelina County with a uniform format for dealing with various employment related issues; and

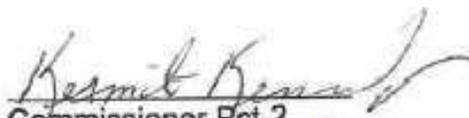
WHEREAS the Angelina County Commissioners Court wishes to adequately communicate to employees the policies and procedures of the County:

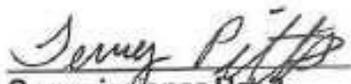
THEREFORE, BE IT RESOLVED that the Angelina County Commissioners Court hereby approves and adopts the ANGELINA COUNTY EMPLOYEE HANDBOOK.

ADOPTED THIS 12th DAY OF January, 2021


County Judge


Commissioner Pct 1


Commissioner Pct 2


Commissioner Pct 3


Commissioner Pct 4

Witnessed and Attested By:


County Clerk



RESOLUTION FOR ANGELINA COUNTY

I, the undersigned, have read the Angelina County Employee Handbook that the Angelina County Commissioner's Court has adopted. As an ELECTED OFFICIAL of Angelina County, I endorse and approve the Employee Handbook. I approve the document as it reflects my commitment to Angelina County employees, and it reflects my commitment to conform to appropriate state and federal laws.

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

Signature of Elected Official

EACH ELECTED OFFICAL WILL NEED TO HAVE THEIR OWN RESOLUTION PAGE SIGNED.

ANGELINA COUNTY EMPLOYEE HANDBOOK

Welcome to Angelina County!

We are excited to have you as an employee of Angelina County. You were hired because the Elected Official, Appointed Official, and/or Department Head believes you can contribute to the success of Angelina County and share our commitment to serving the public and our constituents with excellence.

Angelina 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 the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains some key policies, benefits, and expectations of Angelina County and other information you will need. Each Elected Official, Appointed Official, and/or Department Head may have detailed policy and procedures manuals for their office.

Your job is essential to fulfilling our mission of serving our County constituents every day and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Angelina County employee. You should use this handbook as a ready reference as you pursue your career with Angelina County. Please consult with your Elected Official, Appointed Official, and/or Department Head regarding questions you may have concerning this employee handbook.

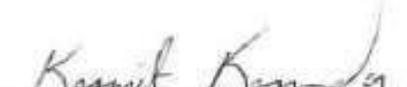
Welcome aboard!

Sincerely,


County Judge


Commissioner Pct. 1


Commissioner Pct. 3


Commissioner Pct. 2


Commissioner Pct. 4

HOW COUNTY GOVERNMENT WORKS

The basic structure of Angelina County government and the functions it performs are prescribed by the State of Texas. The County itself and many of its offices are created by the state Constitution and by state law.

COMMISSIONERS COURT

The Commissioner's Court is the one body with authority and responsibilities which allow it to affect all areas of County operation. It is composed of five elected officials: the County Judge, who is elected County-wide, and four County Commissioners, who each are elected by a different geographical area (precinct) within the County. As a group, the Commissioners Court is the chief policy-making, administrative or executive branch of County Government. Among its many functions, the Court:

- Sets the tax rate
- Adopts the annual budget
- Approves new programs or changes existing ones
- Adopts regulations and policies
- Approves and manages County facilities

The Court carries out these and other specific duties by meeting in regular sessions or special sessions. Decisions of the Court require a majority vote.

INDEPENDENT ELECTED OFFICIALS

While the Commissioners Court has the wider range of authority, in some areas state law gives greater authority to other elected officials. These elected officials—whether they are Judges, the Tax Collector, the Sheriff, etc.—are directly responsible to the voters for performing the duties assigned to their offices. In these areas, while the Court may influence the functions through the budget, the elected officials have the policymaking and administrative responsibility for their respective offices.

APPOINTED OFFICES

State law also prescribes some offices whose directors are appointed by elected officials, and it allows the Commissioners Court to create some departments and appoint personnel to run them. The County Auditor, who is appointed by the District Judges, is an example of a state-mandated appointed officer. The County's I.T. Director is an example of a position created and filled by the Commissioners Court.

COORDINATION AND OPERATION

The mixture of independent and group authority, elected and appointed officials, and exclusive and shared power requires intra-County cooperation and coordination. To function effectively, Angelina County activities require the various offices and the people in them to work as a team.

THE BUDGET

The County Judge serves as the budget officer for the Commissioners Court of the County. Each year, the County Judge, assisted by the County Auditor, prepares a budget to cover all proposed expenditures of the County government for the next fiscal year. Development of a budget involves estimating revenues from various sources and working with Elected Officials, Appointed Officials, and/or Department Heads to determine County needs for the next year. The preliminary budget may include a suggested tax rate to generate adequate revenue to meet estimated expenses. The budget is submitted to the Commissioners Court and after discussion, evaluation, and public hearings, a final budget is adopted. No money may be spent without certification by the County Auditor to assure the funds are available in the budget item for which they are drawn and that such expenditures are proper according to state laws, statutes, etc. The fiscal year for Angelina County is the calendar year, January 1st through December 31st.

LAW ENFORCEMENT

The County Sheriff and the Constables are elected and are charged to investigate crimes and to arrest law breakers, but the District Attorney must prosecute them. Elected judges preside over their trials. If convicted, individuals may be supervised by appointed probation officers or be sentenced to the County Jail—supervised by the County Sheriff.

BRIEF BACKGROUND OF ANGELINA COUNTY

Angelina County gets its name, meaning “little angel” in Spanish, from a Native American woman from the area who assisted Spanish missionaries during the late 1600s. The County was officially organized in 1846, when Nacogdoches County was divided; however, settlement of the region began long before.

Incorporated communities within the County include Lufkin, which is the County seat, Burke, Diboll, Hudson, Huntington, and Zavalla.

Two principal rivers form the County’s boundaries, the Angelina River on the north side and the Neches River on the south.

The population of the County is approximately 87,000.

Several school districts serve the County: Central ISD, Diboll ISD, Hudson ISD, Huntington ISD, Lufkin ISD, Zavalla ISD, and parts of Wells ISD and Colmesneil ISD.

Angelina College, established in 1968, is the County’s higher education institution.

The Angelina County Airport is located seven miles southwest of Lufkin.

Notable individuals who got their start in Angelina County include: □

Allan Shivers (1907-1985), the state's 37th governor

- Charlie Wilson (1933-2010), former U.S. representative
- J. Frank Wilson (1941-1991), lead vocalist of J. Frank Wilson and the Cavaliers
- Abe Martin (1908-1979), college football coach
- Arthur Ray "Hawk" Hawkins (1922-2004), naval aviator and WWII flying ace
- Numerous professional football players

Notable attractions and venues: □

Angelina National Forest

- Davy Crockett National Forest
- Lake Sam Rayburn
- Atkinson Candy Company
- Ellen Trout Zoo
- Naranjo Museum of Natural History
- Texas Forestry Museum
- The Pines Theater
- Crown Colony Country Club
- Neches Pines Golf Course
- George H. Henderson, Jr. Expo Center
- Pitsier Garrison Convention Center

EMPLOYEE MANUAL INTRODUCTION

These personnel policies for Angelina County have been developed to provide a better understanding of the relationship between the County and the citizens who serve the County as employees. This is done by:

- Defining the rights and privileges enjoyed by County employees
- Stating the rules and regulations that apply to County employees
- Outlining the expectations, the County has of its employees
- Providing a system of fair and consistent treatment for all employees, and
- Providing information and systems to increase the efficiency of the personnel management program of the County

Each of these policies are intended to stand independently. Therefore, if any policy becomes invalid because of federal or state law or other authority, it shall not affect the validity or application of other policies.

This manual is not intended as, nor is, an employment contract. The policies in this manual may be amended or withdrawn at any time. When this occurs, all County employees shall be notified of the changes and the date the changes are to be effective.

These policies are intended to serve the needs of both the County and the employees of the County to the mutual benefit of each. Any employee who has a question concerning any of Angelina County's personnel policies is encouraged to discuss it with their supervisor.

1.0 COUNTY EMPLOYMENT

1.01 PERSONNEL POLICIES

Policy last modified 1/12/21

The personnel policies of this employee manual shall apply consistently and uniformly to all County employees with certain exceptions noted for law enforcement officers and/or other categories of employees.

Any employee who knowingly and intentionally violates any policy of the County shall be subject to disciplinary measures.

Each Elected Official, Appointed Official, and/or Department Head of Angelina County shall be responsible for the administration and implementation of these policies in all departments for which they have administrative, managerial, or supervisory responsibility. Any deviation from this manual is the responsibility of the applicable Elected Official, Appointed Official, and/or Department Head.

Each Elected Official, Appointed Official, and/or Department Head shall be responsible for providing a copy of the employee manual to each employee under their supervision and for taking appropriate action to see that employees read and are knowledgeable of the policies within it.

Each employee shall be required to sign a statement indicating they have read, understand, and agree to abide by the policies contained in the employee manual. Statements must be signed by the later of the 5th working day after employment began or the 5th working day after having received the manual.

Once having read the employee manual and having signed a statement indicating they understand it, an employee does not have a defense of ignorance of the policies in this manual.

1.02 EMPLOYMENT AT-WILL

Policy last modified 1/12/21

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

Angelina 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.

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

POTENTIAL EMPLOYEES: Be advised that execution of this form is a condition of employment with Angelina County. A failure or refusal to sign this form during the new hire onboarding process will cause an individual to become ineligible for hire.

CURRENT EMPLOYEES: Be advised that execution of this form is a condition of employment with Angelina County. If it comes to light that a current employee does not have such a form on file, a failure or refusal to sign the form within five days of being requested to do so will result in an individual becoming ineligible for continued employment with Angelina County.

1.03 EMPLOYEE STATUS

Policy last modified 1/12/21

Each County position has an employee status that identifies how the position is paid and how benefits are granted by the Commissioners Court. This policy defines both health insurance and retirement benefits. The status of an employee cannot be changed without the approval of the Commissioners Court. 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 normal work schedule of at least thirty (30) 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 to receive compensatory time or overtime pay in accord with the calculations and policies to this effect found elsewhere in this manual. Exempt employees are not eligible for compensatory time or overtime compensation. Angelina 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 normal work schedule of less than thirty (30) hours per week. All regular part-time employees must be placed on TCDRS retirement regardless of the number of hours worked per week. Other County policies will dictate eligibility for other benefits.

Temporary Full-Time: A temporary full-time employee shall be 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 under TCDRS. Temporary full-time employees will be eligible under the Affordable Care Act for County health benefits. Other County policies will dictate eligibility for other benefits.

Temporary Part-Time: A temporary part-time employee shall be 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 part-time employees are not entitled to any benefits under the Affordable Care Act and are also not eligible for retirement benefits under TCDRS. Other County policies will dictate eligibility for other benefits.

1.04 EQUAL EMPLOYMENT OPPORTUNITY

Policy last modified 1/12/21

Angelina County is an equal opportunity employer. The County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, and 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 the applicable Elected Official, Appointed Official, and/or Department Head.

On February 26, 2019, Angelina County adopted an Equal Employment Opportunity Plan. This plan is included in Appendix B.

1.05 AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT

Policy last modified 1/12/21

It is the policy of Angelina 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 subject to such treatment, or has witnessed such treatment, the situation should be reported to the applicable Elected Official, Appointed Official, and/or Department Head or the County Attorney. All Elected Officials, Appointed Officials, and/or Department Heads and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Angelina 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 an employee requires accommodation, please contact the applicable Elected Official, Appointed Official, and/or Department Head. Reasonable accommodation shall be determined through an interactive process of consultation.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Angelina County is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The County will follow any state or local law that provides individuals with disabilities greater protection than the ADAAA.

1.06 PERSONNEL FILES

Policy last modified 1/12/21

The Angelina County Auditor's office will retain basic employee information in an individual personnel file. Elected Officials, Appointed Officials, and/or Department Heads may also maintain personnel files containing pertinent documents. It is the responsibility of these supervisors to ensure the personnel files of their employees are complete and kept up-to-date.

It is important that the personnel records of Angelina County be accurate at all times. In order to avoid issues, such as compromising benefit eligibility or having W-2s returned, Angelina County requests that employees promptly notify the appropriate personnel representative of any change

in name, home address, telephone number, marital status, number of dependents, or of 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 they have family members confidential. This information may be kept private by making a request in writing not to allow this information to be released to the public no later than 14 days after the first day of employment.

1.07 HIPAA

Policy last modified 1/12/21

Angelina County will safeguard protected health information in its possession as required by the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations. Moreover, Angelina County will inform individuals about its privacy practices and individual privacy rights, to the full extent required under both state and federal law, and the policies and procedures adopted by Angelina County governing the use and disclosure of Protected Health Information.

1.08 EXIT PAPERWORK

Policy last modified 1/12/21

An employee will need to contact the County Auditor's office to set up an appointment to fill out paperwork pertaining to retirement, insurance, and any other necessary exit forms before or immediately after leaving employment with Angelina County.

1.09 PERFORMANCE EVALUATIONS

Policy last modified 1/12/21

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. An initial formal written performance evaluation is encouraged to be conducted within four (4) months of an employee's date of hire and also on an annual basis. The purpose of performance evaluations is to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Individuals who choose to conduct written performance evaluations are to be mindful that these documents are subject to public information requests.

A sample performance evaluation template is included in Appendix A.

1.10 RETURN OF PROPERTY

Policy last modified 1/12/21

Employees must return all Angelina County property immediately upon request or upon termination of employment. Angelina County may take all action deemed appropriate to recover or protect its property. Employees are responsible for items issued to them by Angelina County or in their possession or control, such as the following:

- Uniforms/protective equipment
- Credit cards
- Identification cards/badges/security passes
- Manuals/written materials
- Keys
- Pagers/phones
- Parking permits
- Vehicle insurance ID card (proof of insurance)
- Equipment/tools

Where permitted by applicable laws, Angelina County may withhold from an employee's check or final paycheck the cost of any items that are not returned when required.

1.11 EMPLOYMENT VERIFICATION

Policy last modified 1/12/21

Employment verification inquiries are frequently directed to the County Auditor's office. Normally, responses to such inquiries will confirm only dates of employment and position(s) held. If additional information is requested, the inquiry will be directed to the appropriate Elected Official, Appointed Official, and/or Department Head.

1.12 NEW HIRE PROCEDURES

Policy last modified 1/12/21

Any person desiring employment with Angelina County must first complete a County employment application. Any material misrepresentation or omission of material fact on the application form shall be just cause for dismissal at any time.

To be eligible for employment with the County, all applicants must be able to show proof of legal authority to work in the United States. Such proof must be in the form required by the Immigration Reform Act of 1986 and any future amendments to the Act.

All applicants shall have attained the minimum age of sixteen (16) years and must be able to provide proof of age (i.e., driver's license, passport, birth certificate). Minors below the age of eighteen (18) years of age are permitted to work only as provided for under FLSA Regulations (29 C.F.R., Part 570).

Applicants may be required to pass a job skills test to qualify for positions in which particular job skills are needed. Elected Officials, Appointed Officials, and/or Department Heads may develop job skills tests for their departments.

Applicants may be required to take and pass a physical examination, to include drug and alcohol screening at the County's expense, as a precondition to employment, insofar as the physical examination is necessary and reasonably related to perform the job function in accordance with any applicable state or federal statutes.

Candidates being considered for employment are subject to a background check. Background checks may include, but are not limited to, the following: driver's license verification, citation search, criminal history search, sex offender registry search, education verification, and reference checks with prior employers.

New hires will be processed at the County Auditor's office by appointment only. The County Auditor's office can be reached at (936) 634-8233. New hire processing may be completed prior to the first day of employment and absolutely must be completed by the end of the first day of employment.

It is the responsibility of each Elected Official, Appointed Official, and/or Department Head to ensure the personnel files of their employees are complete and kept up-to-date.

Employees must provide all requested documents in accordance with any deadlines of applicable state or federal statutes. Elected Officials, Appointed Officials, and/or Department Heads are responsible for providing orientation service to their new hires.

Elected Officials, Appointed Officials, and/or Department Heads and supervisors are encouraged to refer to the New Hires Processing Checklist in Appendix A.

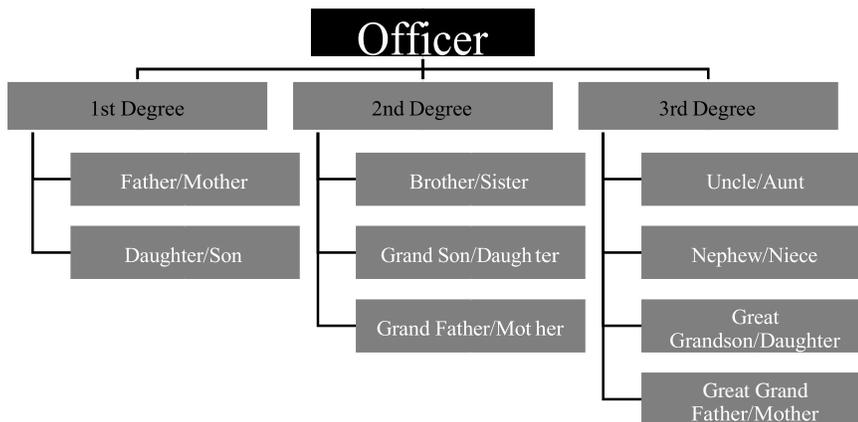
1.13 NEPOTISM

Policy last modified 1/12/21

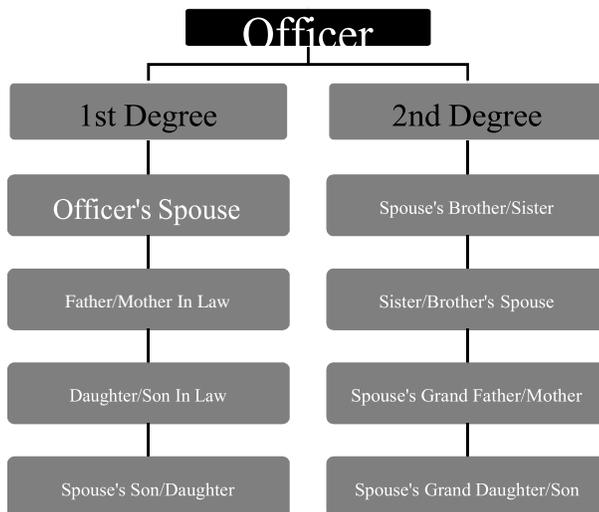
According to Texas Government Code Chapter 573, a Public Official of Angelina County is prohibited from hiring a relative related within the third degree of consanguinity (blood) or within the second degree of affinity (marriage) to work in a department that they supervise or exercise control over.

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)



2.0 WORK RULES AND EMPLOYEE RESPONSIBILITY

2.01 ATTENDANCE

Policy last modified 1/12/21

Angelina County employees are expected to be punctual and to 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 is unable to report for work because of circumstances beyond the control of the employee.

If an employee is unable to be at work at their normal reporting time, they shall be responsible for notifying their supervisor as soon as it is reasonably practicable.

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.

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 an 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.

2.02 DRESS CODE

Policy last modified 1/12/21

Angelina County expects all employees to be well groomed, clean, and neat at all times. Each Elected Official, Appointed Official, and/or Department Head will determine the type of attire that is acceptable for their employees.

Employees are required to act in a professional manner at all times and to extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

2.03 TOBACCO AND VAPE FREE WORKPLACE

Policy last modified 1/12/21

Angelina County endeavors to provide a healthy environment. Therefore, any form of tobacco consumption in County buildings or in County vehicles is strictly prohibited. Additionally, no smoking is allowed within twenty (20) feet of the exterior entranceways. This policy also applies to e-cigarettes (i.e., vaping). Employees who violate this policy shall be subject to disciplinary action up to and including immediate discharge.

2.04 CONFLICTS OF INTEREST

Policy last modified 1/12/21

Employees of Angelina 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 their ability to make objective decisions in regard to their work and responsibility as an Angelina 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;
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;
3. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
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 county employee in favor of that person.

2.05 HARASSMENT

Policy last modified 10/24/23

Angelina 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, 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 Angelina County whether committed by an Elected Official, Appointed Official, and/or 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 Human Resource Department.

Every reported complaint will be investigated promptly and thoroughly. The Human Resource Department shall be responsible for seeing that the prompt action is taken to investigate the claim.

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.

Retaliation against an employee who reports harassment or who cooperates in the investigation is prohibited by law as well as this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the Human Resource Department.

Remedial action will be taken in accordance with the circumstances when the County determines unlawful harassment or retaliation has occurred, up to and including termination.

Harassment claims may be made directly to the Equal Employment Opportunity Commission, and employees are to be mindful that claims have a statute of limitations from the date of alleged violation. The statute of limitations is 300 days.

2.06 SEXUAL HARASSMENT

Policy last modified 10/24/23

Sexual harassment is strictly prohibited by Angelina County, whether committed by an Elected Official, Appointed Official, and/or Department Head, co-worker or nonemployee the County does business with. It is the policy of Angelina 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.

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, nonverbal 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 shall be investigated promptly and thoroughly. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

Employees who feel they have been sexually harassed should immediately report the situation to the Human Resource Department.

Every reported complaint will be investigated promptly and thoroughly. The Human Resource Department 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 of the investigation and any actions which are to be taken.

Employees should use the following procedures so that complaints maybe resolved 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 Human Resource Department.
- d. If a thorough investigation reveals that unlawful sexual harassment has occurred, Angelina County will take effective remedial action in accordance with the circumstances, up to and including termination.

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

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the Human Resource Department.

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.

Harassment claims may be made directly to the Equal Employment Opportunity Commission, and employees are to be mindful that claims have a statute of limitations from the date of the alleged violation. The statute of limitations is 300 days.

2.07 POLITICAL ACTIVITY

Policy last modified 1/12/21

Employees of Angelina County shall have the right to support candidates of their choice and to engage in political activity during their personal time. The County prohibits retaliation based on an employee's political affiliation(s). Any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

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.

2.08 OUTSIDE EMPLOYMENT

Policy last modified 1/12/21

Angelina County employees are expected to give their full and undivided attention to their job duties. They should not use Angelina County facilities or equipment or their association with Angelina 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 Angelina County that interferes with the employee's assigned duties with Angelina County.

2.09 BREAKS

Policy last modified 1/12/21

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk.

Angelina County supports the practice of expressing breast milk and will make reasonable accommodations for the needs of employees who express breast milk.

Angelina County will provide reasonable paid breaks daily for a nursing mother to express breast milk. The nursing mother will be allowed whatever time is needed to express breast milk. However, if a break is longer than 15 minutes in duration, the break time beyond the initial 15 minutes will be unpaid time off.

The mother will be given a private location other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case-by-case basis.

Angelina County does not allow any retaliation against nursing mothers for asking for this break.

Nursing mothers are entitled to this break for the duration of the time they are expressing breast milk. A reasonable accommodation will be given for the needs of employees who express breast milk. An employee of the County who needs to express breast milk may not be discriminated against.

All other employee breaks are determined by each Elected Official, Appointed Official, and/or Department Head and are not required to be given with the exception of a break for lunch. If an employee is provided a break, they may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for nursing mothers; however, if paid breaks are provided for employees, nursing mothers must be given the same amount of paid break time.

(Cf. Government Code Chapter 619 “Right to Express Breast Milk”)

2.10 GRIEVANCES

Policy last modified 1/12/21

Any employee having a grievance related to their job should discuss the grievance with their immediate supervisor.

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.

The decision of the Elected Official, Appointed Official, and/or Department Head with final responsibility for the employee's department shall be final in all grievances.

An employee who is terminated may appeal such a decision before an executive session of the Commissioners Court by providing a written request for a hearing to the County Judge. Findings of the Commissioners Court, if any, are advisory in nature and are not binding in any way.

The Commissioners Court has no power to reinstate an employee to their position.

2.11 DISCIPLINE

Policy last modified 1/12/21

Each Elected Official, Appointed Official, and/or Department Head 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 which the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

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

Examples of reasons for administering discipline shall include but not be limited to:

- Falsifying any time record.
- Late submission of time sheets.
- Any acts of dishonesty, including, but not limited to, falsification of any County records, documents or information provided concerning employees.
- Stealing or having in one's possession the property of the County or of other employees without prior permission.
- Intentionally giving any false or misleading information to obtain employment, a leave of absence or for any other employment purpose.
- Racial, sexual or any other verbal harassment including obscene or abusive language, threats, intimidation or coercion.
- Possession, consumption, distribution or being under the influence of alcohol or controlled substances on County property at any time.
- Refusal to perform reasonable work as directed, willful neglect of duty, or shirking of duties.
- Excessive tardiness or unauthorized absences from scheduled work.

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 their job.

Angelina 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 policy of employment at any time, with or without notice.

2.12 LICENSES AND CERTIFICATIONS

Policy last modified 1/12/21

Angelina County has many positions that require licenses and certifications. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses a license or certification, they 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.

2.13 WEATHER CLOSINGS AND EMERGENCIES

Policy last modified 1/12/21

As a general practice, Angelina County does not close its operations unless the health, safety, and security of County employees are seriously brought into question. When this happens, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing. (In the County Judge's absence, the responsible individual will be the County Judge Pro tem or, if necessary, another County Commissioner.)

The following entities will be contacted for a public announcement: KTRE, The Lufkin Daily News, the Angelina County Emergency Management Facebook page, and the Angelina County website.

Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing. However, Elected Officials and Appointed Officials control the working hours of their employees, even in an emergency situation.

Many County departments are continuously operating public safety and service departments. Many County personnel will be required to work during emergency closings. Each Elected Official, Appointed Official, and/or Department Head is responsible for designating their own 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.

Order for County-Wide Closure

In the event of a County-wide emergency closing or evacuation, the County shall provide paid leave for "essential" and "non-essential" employees in the event of certain emergencies including, but not limited to: Hurricanes; floods; inclement weather such as ice and snow; other acts of God; nuclear, chemical, and biological emergencies; terrorist attacks; any other emergency declared by the federal, state, or local authority.

Each Elected Official, Appointed Official, and/or Department Head shall prepare a list of "essential" employees, which is to be updated at least annually, to be provided to the County Judge, the Emergency Management Coordinator, and the County Auditor. Shifts may be established according to departmental needs at the discretion of the Elected Official, Appointed Official, and/or Department Head.

When an emergency closing or evacuation has been ordered, all "non-essential" personnel will be released from work and encouraged to evacuate.

Employees designated by their Elected Official, Appointed Official, and/or Department Head as "essential" personnel will not be authorized to evacuate if an evacuation order is issued. Any "essential" employee who fails to report to work as scheduled during an emergency order may be

subject to disciplinary action, up to and including job termination, if the employee is necessary to provide for the safety and well-being of the general public or is otherwise necessary for the restoration of vital services. All “essential” employees must be designated and made aware of their assignment prior to an emergency.

Compensation of Employees During a Closure or Evacuation

Essential Employees

Where there is an emergency closure of County offices, all “essential” employees who are required to work during the emergency closure will be compensated as indicated below for the duration of the closure for all documented time during which they actually worked.

The term “actually worked” means time actively engaged in physical or mental exertion related to the County’s business either on the County’s premises or off premises at the direction and control of the Elected Official, Appointed Official, and/or Department Head or Commissioners Court. (The term shall include stand-by and stand-by/sleep time as recognized under the Fair Labor Standards Act only in those instances where the employee is required by the Elected Official, Appointed Official, and/or Department Head—or Commissioners Court if the employee is an Appointed Department head—to remain on County premises to wait on instructions to work, and the employee does, in fact, stand by and/or sleep on the County premises.)

The following are examples for various FLSA classifications:

- a. Elected Officials, the County Auditor, Court Reporters and Assistant District Attorneys. These positions are regulated by state statutes or other law and are, therefore, not subject to overtime compensation during an emergency closure.
- b. Exempt. A person in an exempt position designated “essential” would receive their regular salary plus straight-time pay for all hours actually worked during the emergency closure. The hourly rate would be derived from the regular salary.
- c. Non-exempt. A person in a non-exempt position designated “essential” would receive their regular pay for each normally scheduled workday plus straight-time pay for all hours actually worked during the emergency closure unless and until the total hours actually worked during the work week exceeded 40 hours. At that time, the employee would receive overtime pay for those hours worked in excess of 40.
- d. Law Enforcement. Law enforcement officers who are designated “essential” employees during an emergency closure would receive their regular pay, based on a 14-consecutive day work period with a maximum of 86 hours straight-time before overtime accrues to them. They then would receive additional straight-time pay for all hours actually worked during the emergency closure unless and until the total hours actually worked during the period exceeded 86 hours. At that time, the employees would receive overtime for those hours worked in excess of 86.

- e. The maximum number of work hours which may be recorded for any single work day is 24 hours for the first 72 hours of the emergency closure and 18 hours per day thereafter.

Non-Essential Employees

- a. Full-time, regular employees who are not required to report for duty will be paid for the mandatory emergency days and inclement weather days as Administrative Leave for the purpose of calculating their compensation. Early closures relative to inclement weather at the direction of the County Judge will be compensated as paid Administrative Leave.
- b. Part-time and temporary employees will be paid for their scheduled time lost due to an emergency closing.
- c. Employees who had previously requested paid leave for time off prior to the declaration of an emergency closing will not have the approved leave time deducted from their appropriate leave balance.

Return to Regular Duty

All “non-essential” employees will report to their usual work areas as soon as possible following the order for resumption of normal operations, after the lifting of the emergency closure order and/or instructions from the applicable Elected Official, Appointed Official, and/or Department Head.

By reporting to work as directed, each employee meets their responsibility to work with other County employees as a team in restoring the community to normal service levels following disaster. Non-essential service employees who evacuated will report to work at the start of the next normal shift, or sooner as directed, following the announcement of the return to regular duty.

When all County offices are closed, an announcement will usually be posted on the Angelina County website in addition to return-to-duty instructions. Any employee who is off work or scheduled to be off on sick leave, sick pool, vacation, emergency leave, workers compensation, FMLA, or disciplinary leave shall have their leave recorded as such.

Violation of this Policy

An employee violates this policy by:

- a) Refusing to perform assigned duties required by this policy or to obey any order or directive made or given by a supervisor; or
- b) Failing to report for duty as directed during any applicable phase of this policy; or
- c) Failure to abide by County policy, departmental rules of regulations; or

- d) Conduct that interferes with, or might reasonably be expected to interfere with, the proper and orderly conduct of the County's businesses or that brings, or might reasonably be expected to bring, discredit to the public service.

A violation of this policy shall be considered a violation of County policy, departmental rules, or regulations for which disciplinary action up to and including dismissal may be taken by the applicable Elected Official, Appointed Official, and/or Department Head.

The County reserves the right to amend, change, or delete this policy at any time, with or without prior notice. Furthermore, this policy does not grant a right or benefit to any employee, either expressed or implied, that in any way alters the "at will" basis of employment that is intended by the County.

Severe Weather Conditions

When a County-wide closing is not initiated, Elected Officials and Appointed Officials retain the authority to make a determination for their own employees when weather conditions are so severe that it is unsafe for employees to travel from their residences to their assigned work stations.

Elected and Appointed Officials are those department heads that have taken the oath and statement in accordance with Article XVI, §1 of the Texas Constitution.

Evacuation Plans

Angelina County Elected Officials, Appointed Officials, and/or Department Heads are encouraged to formulate an evacuation plan for their respective building(s) and/or area(s). A practical approach should be utilized when instituting evacuation procedures.

2.14 CONFIDENTIALITY

Policy last modified 1/12/21

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

Regarding the personnel information on employees of Angelina 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.

2.15 FRAUD PREVENTION AND DETECTION

Policy last modified 1/12/21

Angelina County is committed to the deterrence, detection and correction of misconduct and dishonesty to prevent fraud. Like all organizations, Angelina County is faced with risks from wrongdoing, misconduct, dishonesty and fraud. As with all business exposures, the County must be prepared to manage these risks and their potential impact in a professional manner.

Angelina County's goal is to establish and maintain a fair, ethical, and honest business environment for our employees, our Elected Officials, Appointed Officials, and/or Department Heads, our customers, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee, every Elected Official, Appointed Official, and/or Department Head every day.

Angelina County employees, especially Elected Officials, Appointed Officials, and/or Department Heads, must be aware of the circumstances, or "red flags," which lead to fraud and share in the commitment to prevent and detect fraud. For the purpose of this administrative procedure, fraud and intentional waste are referred to as "fraud."

Internal controls are the best method of preventing fraud. Poorly written or poorly enforced internal controls allow most fraud to occur. Fraud may occur for the following reasons:

- Poor internal controls;
- Management override of internal controls;
- Collusion between employees and third parties; Poor or non-existent County ethical standards; and, Lack of control over managers by their supervisors.

The most frequently cited "red flags" of fraud are:

- Changes in an employee's lifestyle, spending habits or behavior;
- Poorly written or poorly enforced internal controls, procedures, policies or security;
- Irregular/unexplained variances in financial information;
- Failure to take action on results of internal/external audits or reviews;
- Unusually high expenses or purchases;
- Frequent complaints from customers;
- Missing files;
- Employee comments concerning possible fraud that are ignored.

The following internal controls help prevent fraud:

- Adherence to all organizational procedures, especially those concerning documentation and authorization of transactions.
- Physical security over assets such as locking doors and restricting access to certain areas.

- Proper training of employees.
- Independent review and monitoring of tasks.
- Separation of duties so that not one employee is responsible for a transaction from start to finish.
- Clear lines of authority.
- Rotation of duties in positions more susceptible to fraud.
- Ensuring that employees take regular vacations.
- Regular independent audits of areas susceptible to fraud.

Elected Officials, Appointed Officials, and/or Department Heads are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct within their office. Each of these supervisors must be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the County Attorney in writing. This policy does not prohibit a “whistleblower” from contacting any law enforcement agency with jurisdictional authority directly (e.g., sheriff’s office, Texas rangers, etc.).

Employees: It is the responsibility of every employee to immediately report suspected misconduct, dishonesty or fraud to their Elected Official, Appointed Official, and/or Department Head. However, if the employee has reason to suspect that the Elected Official, Appointed Official, and/or Department Head may also be involved, the employee should contact the County Attorney directly. Every employee shall cooperate with administrative investigations pursuant to this administrative procedure. The employee shall not discuss the matter with anyone other than their Elected Official, Appointed Official, and/or Department Head, and the County Attorney or as directed by the investigating agency. Failure to report suspected fraud could result in disciplinary action or possibly termination.

Elected Officials, Appointed Officials, and/or Department Heads: These supervisors must be aware of what can go wrong in their area of authority. They must put into place and maintain effective monitoring, review and control procedures that will prevent acts of wrongdoing. When subordinates make Elected Officials, Appointed Officials, and/or Department Heads aware of such potential acts, these supervisors must immediately report such acts to the County Attorney.

The Elected Official, Appointed Official, and/or Department Head shall not attempt to investigate the suspected fraud. Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Elected Officials, Appointed Officials, and/or Department Heads, while appropriately concerned about getting to the bottom of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Concerned but uninformed managers represent the greatest threats to proper incident handling. All relevant matters, including suspected unproven matters, should be referred immediately to the County Attorney or to the investigating agency.

Once a potential act has been reported, it becomes part of an ongoing investigation; therefore, individuals shall not discuss the matter with anyone other than their Elected Official, Appointed

Official, and/or Department Head, the County Attorney or as directed by the investigating agency. The Whistleblower Act protects reprisal against an employee or other reporting individual because that individual, in good faith, reported a violation. Reprisal is strictly forbidden.

County Auditor: In cases where fraud is discovered as a result of internal audit procedures and review, or where suspected fraud is reported directly to the County Auditor, the County Auditor shall promptly contact the County Attorney. The County Auditor shall cooperate and assist the County Attorney in the investigation as requested.

Making a Report: As stated above, any suspicions of fraud, waste or abuse (including but not limited to illegal acts, such as theft, fraud, kickbacks, or conflicts of interest by County employees, officials or its contractors) should be reported to the County Attorney in writing. To report fraud, waste and abuse, please describe the concern in detail. Provide the names of all individuals involved, including any other witnesses. Give the dates and times the incident(s) occurred and where it happened. State whether there is any supporting documentation, such as license plate numbers, invoice numbers, transaction numbers, case numbers, check numbers or other document numbers. Please identify yourself in the complaint and give a phone number where it would be appropriate to call, so that the County Attorney can follow-up on any concerns and complete a full investigation.

2.16 WHISTLEBLOWER PROTECTION

Policy last modified 1/12/21

A whistleblower is an employee who, in good faith, reports a violation of law by the public employer or another public employee to an appropriate law enforcement authority. The Texas Whistleblower Act protects whistleblowing employees. In accordance the Government Code, Title 5, Chapter 554, the County (or person acting on behalf of such) may not “suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.”

For the purpose of this policy, “other adverse personnel action against” a person reporting suspected fraud is defined as:

- Suspension or termination of employment;
- Dismissing or threatening to dismiss an employee;
- Disciplining or suspending or threatening to discipline or suspend an employee;
- Imposing any penalty upon an employee; or, Intimidating or coercing an employee.

The Whistleblower Act is predicated on the “good faith report” of a violation of the law and does not require showing that the employee acted with absence of malice. Employee malice does not negate the Whistleblower Act’s protection if the employee’s report of violation was honestly

believed and objectively reasonable. Actual violation of the law is not required before the whistleblower receives protection of the Whistleblower Act; rather, all that is required is that the employee has an objectively reasonable belief that a violation has occurred. Also, the employee is not required to prove that they were free from involvement in violation of law to show “good faith report” of violation of law under the Whistleblower Act. However, an employee does not act in good faith, when their report of a violation of law is based entirely on unsubstantiated rumor and innuendo.

2.17 SOCIAL MEDIA

Policy last modified 1/12/21

For purposes of this policy “social media” includes, but is not limited to, online forums, blogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, SnapChat, and Instagram.

Angelina County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if it: interferes with the employee’s work; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Angelina County among the community at large. Angelina County encourages employees to use social media within the parameters of 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 to take the most prudent action possible. If an employee is uncertain about the appropriateness of a social media posting, they should check with their immediate supervisor.

- If an employee’s posts on social media mention Angelina County, they should make clear that they are an employee of Angelina County and that the views posted are theirs alone and do not represent the views of Angelina County.
- Do not mention Angelina County supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If an employee sees a misrepresentation about Angelina County, they should respond respectfully with factual information, not inflammatory comments.
- Employees should remember that they are responsible for what they write or present on social media. They can be sued by other employees, supervisors, customers or vendors, and any individual that views such 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 the employee did not use a County computer or if the post did not occur during work hours or on County property.
- Employees may not use Angelina County computer equipment for non-work related activities without written permission. Social media activities should not interfere with an

employee's duties at work. Angelina County monitors its computers to ensure compliance with this restriction.

- Employees must comply with copyright laws and cite or reference sources accurately.
- All Angelina County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that is obtained through one's position at Angelina County must be kept confidential and should not be discussed through social media.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

It is the policy of Angelina County that supervisors do not abuse their positions in their dealings in social media activities with their employees.

2.18 OUT-OF-COUNTY TRAVEL

Policy last modified 1/12/21

Angelina County employees traveling out of the County on official business shall be reimbursed for said travel upon submission of appropriate travel expense forms to the County Auditor's office.

Meals will be paid at a rate established by the Commissioners Court per meal for breakfast, lunch, and dinner. However, in order to qualify for the meal allowance, the employee must be out of the County at the hour specified below:

<input type="checkbox"/> Breakfast	7:00 am	\$15
<input type="checkbox"/> Lunch	12:00 pm	\$15
<input type="checkbox"/> Dinner	7:00 pm	\$20

Use of a personal automobile will be reimbursed at the current State of Texas mileage rate for total mileage driven. When a County vehicle is used for out-of-County travel, no mileage will be allowed.

Authorized County travel expenses such as lodging, air fare, and travel to and from airports to hotels, gratuities, etc.—unless charged on a County credit card—will be reimbursed at actual out-of-pocket expenses. Documentation will be required to be included with the travel expense form submitted to the County Auditor's office.

Where possible, hotel reservations, air fare, registrations, etc., should be made in advance of the travel and charged to a County credit card.

2.19 DATING IN THE WORKPLACE

Policy last modified 1/12/21

Angelina County recognizes that social dating and romantic relationships may develop between two employees. Employees who work in the same department and are dating are encouraged to inform their Elected Official, Appointed Official, and/or Department Head. Romantic or sexual liaisons that develop in the workplace are potentially problematic. Any relationship that results in performance problems, disruptive conduct, or affects County operations may result in disciplinary action up to and including termination of the parties involved.

Employees found to be engaging in sexual activity while on County time or in a County facility will be disciplined up to and including termination.

Angelina County expressly prohibits supervisors from dating or becoming intimately involved with employees they supervise, and failure to adhere to this policy may result in disciplinary action up to and including termination.

Supervisors who provide special benefits to employees whom they are dating are guilty of sexual discrimination and will be disciplined up to and including termination.

3.0 COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

3.01 COUNTY PROPERTY USAGE

Policy last modified 1/12/21

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 that 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 an employee to criminal prosecution.

3.02 COUNTY VEHICLE USAGE

Policy last modified 1/12/21

Some employees may be required to use County vehicles as a part of their job. Employees who are assigned County vehicles shall be responsible for the care, maintenance, proper use and upkeep of these vehicles. 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 will be required to keep a log of all personal miles driven, including to and from work. These personal miles will be subject to payroll taxes at the current IRS rate in accordance with 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 status of their license, they must immediately notify their supervisor. An employee whose job involves 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.

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 liability carrier even though the employee's license has not been revoked or suspended, may be subject to possible job change, demotion or termination.

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

Vehicle Inscription Requirement

The office having control of a motor vehicle or piece of heavy equipment owned by the County shall have permanently printed on each side of the vehicle or equipment the name of the County, followed by the title of the department or office having custody of the vehicle or equipment. All such inscriptions shall comply with the legal requirements of Section 721.004 of the Texas Transportation Code.

The following automobiles are exempt from the inscription requirement:

1. An automobile, when used to perform an official duty by the following offices:
 - a. Sheriff
 - b. Constable
 - c. District Attorney
 - d. County Attorney
 - e. Magistrate

2. A juvenile probation department vehicle used to transport children, when used to perform an official duty.

Operation of a County owned motor vehicle or piece of heavy equipment on a public road without the required inscription is a violation of this policy. It may also constitute a violation of state traffic law.

3.03 CELL PHONE USAGE

Policy last modified 1/12/21

Angelina County determines on a case by case basis the need for County provided cell phones. County cell phones are to be used for business purposes only. County personnel are to be mindful that activities conducted on County cell phones are subject to open records requests.

Angelina County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

Angelina County bans all employees from texting while operating any County owned vehicle. County employees who are driving their own personal vehicle are also banned from texting while driving on County business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of their CDL.

Employees in possession of an Angelina County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

Each department may set their own rules and regulations regarding personal cell phone usage while at work. Excessive cell phone use may make an employee subject to disciplinary measures.

3.04 COMPUTER AND INTERNET USAGE

Policy last modified 1/12/21

Software Licenses

Angelina County licenses all computer systems and software required for conducting business. Any program installed on a County computer system must be licensed in accordance with the manufacturer and tracked by the I.T. Department. Every piece of software is licensed and assigned to specified computers. General rules concerning software:

1. Software shall not be brought in from another department or from home.
2. If a software package is needed to perform an employee's function, their Elected Official, Appointed Official, and/or Department Head will request that the I.T. Department obtain it.
3. Angelina County prohibits the illegal duplication of software and the related documentation in any form.

Security

Individuals are given access to computers and information based on the needs of their department. The individual account owner is responsible for the proper use of this account, including proper password protection. Non-County employees will not be given access to computer accounts. Password sharing is prohibited. Employees should contact the I.T. department to obtain access to resources or change passwords.

Angelina County is a networked system, which means County computers and resources are interconnected for the purpose of sharing data. Programs and data on other computers are for authorized users only. Information may only be accessed if they have been explicitly made available to employees. Employees cannot obtain copies, look into, modify, delete, or tamper with in any way any data, software, or computer systems, belonging to another agency or persons unless employees have the permission to do so.

Resources

Angelina County is connected to the Internet via high-speed data connection. The speed of this service is determined by the amount of data passing through it at any one time. Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Therefore, each employee must use this service responsibly. Streaming media (audio/video) over the Internet should not be used due to the amount of bandwidth it takes up.

The use of County printers, paper, and other associated property for other than County related business is prohibited.

Angelina County has installed an Internet firewall to assure the safety and security of the County's networks. Any employee who attempts to disable, defeat or circumvent any County security facility could lead to disciplinary action including termination of employment. Only those Internet services and functions with documented business purposes for Angelina County will be enabled through the Internet firewall.

Internet and Internet Use

The Internet for Angelina County is a business tool and is provided to employees at significant cost. Angelina County expects employees to use the Internet access for business-related purposes. Employees should conduct themselves honestly and appropriately on the Internet and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as anyone would in any other business dealings. Employees should always remember that any data transmitted or received on County systems is considered part of the official public record and as such is subject to disclosure by law enforcement and authorized third parties.

All County policies apply to conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of company resources, sexual harassment, information and data security, and confidentiality.

Each information resource containing County information is property of Angelina County; therefore, no employee has the right to expect privacy. This also includes internet usage and other electronic communications.

Angelina County has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each website visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to their Internet usage. System administrators as required to protect the integrity of the computer system may access computer systems and files. Angelina County is sensitive to the legitimate privacy rights of its employees; every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Angelina County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any County resources for illegal activity is grounds for immediate dismissal, and Angelina County will cooperate with any legitimate law enforcement activity.

The display of any kind of sexually explicit image or document on any County system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

Because a wide variety of materials may be considered offensive by colleagues, customers or suppliers, it is a violation of County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the County's business activities.

If employees find themselves connected incidentally to a site that contains sexually explicit or offensive material, they must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. Employees should notify their immediate supervisor of such incidents.

No employee may use County facilities to download or distribute pirated software or data.

Employees with Internet access may not use County Internet facilities to download entertainment software or games or to play games over the Internet.

Employees with Internet access may not use County Internet facilities to download images or videos unless there is an express business-related use for the material.

Employees with Internet access may not upload any software licensed to the County or data owned or licensed by the County without the express authorization of the I.T. Department.

In the interest of keeping employees well informed, use of news briefing services is acceptable within limits that may be set by each department.

E-Mail

Angelina County strives to maintain a workplace that is free of harassment and sensitive to the diversity of its employees; therefore, the County prohibits the use of the computer e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Angelina County prohibits transmissions of sexually explicit images, messages, or cartoons. Other misuse includes but is not limited to, ethnic slurs, ethnic jokes, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Abuse of the Internet access provided by Angelina County in violation of law or County policy will result in disciplinary action, up to and including termination of employment. Employees may also be personally liable for any violation of this policy.

The following behaviors are examples of actions or activities that are prohibited and can result in disciplinary actions:

- Sending or posting discriminatory, harassing, or threatening messages or letters
- Using business time and resources for personal gain
- Using someone else's password or login without authorization
- Failing to observe licensing agreements
- Viewing or exchanging pornography or obscene materials
- Using the Internet for any form of gambling

E-mail is the perhaps the most dangerous security problem in the County. All County employees have the responsibility of using the County e-mail system securely and properly. This means never send attachments that are not business related. If an employee receives an attachment that was not requested, they must not open it and they must delete it. Exercise caution in signing up for non-business ventures (Joke of the Day, etc.). If an employee gets unsolicited emails (SPAM), they should request to be removed from their mailing list. Due to the potentially severe security threat e-mail poses to the County, the e-mail system is to be used for business communications only.

If an employee receives a suspicious communication, they should inform the I.T. Department immediately.

If the Director of the I.T. department notifies an employee and their supervisor of the employee's misuse of the e-mail or internet policy for a third time, the I.T. Director may remove the employee's network access until they complete additional cybersecurity training.

Annual Training

Per HB 3834, which was passed in 2019, all County employees and elected officials "who have access to a local government computer system or database" will be identified and will be required to complete annual cybersecurity training in an effort to combat the risks posed by actors with ill intent.

Additional Policy Items

Angelina County is required to meet or exceed standards set forth by the Texas Department of Public Safety and the Federal Bureau of Investigation. These standards are documented in the CJIS (Criminal Justice Information Systems) manual and are available upon request from the I.T. Department.

3.05 PROHIBITED TECHNOLOGIES SECURITY POLICY

Policy last modified 3/25/2023

This policy applies to all elected officials, appointed officials, full and part-time employees. All Angelina County personnel are responsible for complying with the terms and conditions of this policy.

To provide protection against ongoing and emerging technological threats to the states and the county's sensitive information and critical infrastructure, the Texas Department of Information Resources (DIR) will regularly monitor and evaluate technologies posing concerns. To that end, DIR hosts a website that lists all prohibited technologies including apps, software, hardware, or technology providers. New technologies will be added to the list as time goes on. For purposes of this policy, the listing of prohibited technologies maintained by the DIR is authoritative for Angelina County.

Except where approved exceptions apply, the use or download of such applications or websites is prohibited on all county-owned devices, including cell phones, tablets, desktop and laptop computers, and other internet capable devices. Exceptions to the ban on prohibited technologies may only be approved by the commissioner's court.

Any Angelina County personnel who are issued an internet capable device shall sign a document confirming their understanding of this policy before they are permitted to take possession of the device or retain possession of the device. Failure to have such a document on file may result in confiscation of the county's property.

Compliance with this policy may be verified through various methods, including but not limited to, random compliance audits. Angelina County personnel found to have violated this policy may be subject to disciplinary action, including termination of employment.

The up-to-date list of prohibited technologies is published at: <https://dir.texas.gov/information-security/prohibited-technologies/>. The following list is current as of January 23, 2023.

Prohibited Software/Applications/Developers

- TikTok
- Kaspersky

- ByteDance Ltd.
- Tencent Holdings Ltd.
- Alipay

- CamScanner
- QQ Wallet
- SHAREit
- VMate
- WeChat
- WeChat Pay
- WPS Office
- Any subsidiary or affiliate of an entity listed above.

4.0 SAFETY AND HEALTH OF EMPLOYEES

4.01 WORKERS COMPENSATION

Policy last modified 4/13/21

All Angelina County employees are covered by workers compensation coverage while on duty for the County. Workers' compensation coverage pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of their job. Workers' compensation also pays Temporary Income Benefits (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work-related injuries or illnesses.

Employees may use paid leave for all workers compensation time off less than eight (8) days.

All employees who are placed on workers compensation leave will fall under the Family Medical Leave Act (FMLA). Angelina County runs FMLA and workers compensation concurrently.

Any employee who suffers a job-related illness or injury is required to 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 is required to 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.

Workers Compensation for Law Enforcement Officers

For County law enforcement officials, the following provision of Article 3, Section 52(e) of the Texas Constitution applies:

Each County in the State of Texas is hereby authorized to pay all medical expenses, all doctor bills and all hospital bills for Sheriffs, Deputy Sheriffs, Constables, Deputy Constables and other County and precinct law enforcement officials who are injured in the course of their official duties; providing that while said Sheriff, Deputy Sheriff, Constable, Deputy Constable or other County or precinct law enforcement official is hospitalized or incapacitated that the County shall continue to pay his maximum salary; providing, however, that said payment of salary shall cease on the expiration of the term of office to which such official was elected or appointed. Provided, however, that no provision contained herein shall be construed to amend, modify, repeal or nullify Article 16, Section 31, of the Constitution of the State of Texas.

Angelina County shall continue to pay a full salary to any Sheriff, Deputy Sheriff, Constable, Deputy Constable or any other County or precinct law enforcement official—including any Detention Officer—who is injured in the course of performing his or her official duties. These payments, subject to the limitations stated below, shall continue for as long as the law enforcement official is hospitalized or incapacitated due to said injury.

Angelina County shall continue to have the right to offset workers compensation benefits paid directly to the injured law enforcement official as amounts previously received by the employee. Angelina County will, however, in all cases covered by this policy, request that the official's workers compensation benefits be paid directly to Angelina County, by way of reimbursement. The injured law enforcement official will then continue to receive his or her full salary from the County.

Any time limitation on an employee's right to continue to receive a salary from Angelina County, which is contained in the County's personnel policy on workers compensation, shall not be applicable to a hospitalized or incapacitated law enforcement official receiving a salary under the terms thereof. However, the payment of such a salary (including any employee benefits) under the terms of this policy shall immediately cease upon the expiration of the term of office to which the injured law enforcement official was elected or appointed, with the exception that payment to an injured law enforcement official shall not cease in the circumstance that an elected official, in his or her discretion, determines to continue the employment of an injured deputy or other law enforcement official after the expiration of the official's term of office.

An injured law enforcement official receiving a salary under the terms of this policy shall also continue to receive their regular employee benefits, including employee insurance, retirement

(employer portion), sick time, holiday time, and vacation time. However, the injured official shall remain personally responsible for any dependent insurance coverage, as well as for any other optional or supplemental insurance policies, programs or other benefits normally paid by the official.

Neither this employee policy or any of its terms shall be construed or determined to affect an employee's status as an at-will employee. Any obligation of Angelina County to pay the salary of a law enforcement official under the terms of this policy shall, therefore, immediately cease upon termination of the official's employment with Angelina County.

General Provisions

Compensation benefits are subject to a seven (7) calendar day waiting period. After eight (8) calendar days of lost time, the seven-day waiting period will be paid by workers compensation. If workers compensation reimburses the employee for the initial seven day waiting period, then the employee must reimburse the County.

Employees do not accrue vacation or sick leave while on workers compensation salary benefits. They also are not paid by Angelina County for any holidays falling during their period of absence.

FMLA runs concurrently with workers compensation. Leave begins on the first scheduled work day of absence due to the on-the-job injury and continues until the employee returns to work or their FMLA eligibility expires. Workers' compensation injuries are treated like any other FMLA-qualifying event.

Angelina County will continue to provide medical insurance for employees on workers compensation leave for a period not to exceed twelve (12) weeks following the injury. Employees will be responsible for paying all supplemental and dependent coverage. These bills shall be invoiced for payment and will be distributed to the injured worker; payment must be made to the Angelina County Treasurer's office by the due date indicated on the invoice. Failure to pay premiums by the due date will result in termination of insurance coverage.

Angelina County, for up to sixty work days from the date of the accident, will also pay an employee receiving workers compensation payments the difference between the employee's regular gross salary and the amount of the employee's workers compensation check, so that the employee's total net (take home) pay for the period will be approximately the same as the employee's net pay prior to the accident. Following the expiration of sixty work days (12 calendar weeks) from the date of the accident, the employee will receive only the workers compensation check and will no longer receive a county check.

Communications

While on workers compensation, each time an employee sees the physician for a consultation or treatment related to the injury, the employee must provide a progress report to the County Auditor's office. Any change in the employee's condition must be reported to the County

Auditor's office. While on workers compensation leave, the injured employee must contact their supervisor to report on their condition. The injured employee and supervisor can set up a call-in schedule.

A written "fitness for duty" statement from the attending physician certifying that the employee has been released to work and possible limitations on duties must be received by the Elected Official, Appointed Official, and/or Department Head and the County Auditor's office before an employee may return to work. Without a physician's statement to this effect, the employee may not return to work.

The employee's Elected Official, Appointed Official, and/or Department Head must notify the County Auditor's office upon the employee's return to duty, so that the appropriate paperwork may be processed.

Cause for Termination

An employee may be terminated while on workers compensation leave for the following:

- Failure to provide the required medical documentation
- Failure to contact the Elected Official, Appointed Official, and/or Department Head
- Failure to avoid activities that would delay recovery or for failure to limit activities to those that would aid in healing
- Failure to return to duty when the attending physician has cleared the return
- Failure to furnish documentation from the attending physician stating the employee is able to perform essential job duties with/without reasonable accommodations

Occupational Disability

A determination of total disability may be rendered at any time during the course of the occupational disability or injury leave. In such instances, the County will put the employee in contact with TCDRS so the employee may learn whether they are eligible for disability retirement.

Coordination with Attending Physician

An employee on leave due to a work-related disability can return to work only when Angelina County receives the attending physician's written medical release authorizing the return.

The employee's Elected Official, Appointed Official, and/or Department Head is responsible for creating and for providing the physician with a copy of the employee's job description, potential modified duty assignment job description, and written information explaining the County's return-to-work requirements.

Each Elected Official, Appointed Official, and/or Department Head is responsible for working with supervisors to ensure that job descriptions accurately and completely describe the essential functions of each position.

Additionally, each Elected Official, Appointed Official, and/or Department Head is responsible for working with supervisors to ensure that job descriptions exist for modified duty positions.

Return-to-Work Options

Arrangements to facilitate an employee's return to work are made in consultation with the employee's attending physician and/or other qualified medical professionals retained by Angelina County or its insurance carrier. The following options are explored:

Return to Regular Duty. An employee is offered the opportunity to return to their prior position if the attending physician certifies that the employee can perform the essential functions of the job with/without reasonable accommodations. The employee's Elected Official, Appointed Official, and/or Department Head is responsible for working with the attending physician to provide any reasonable accommodations.

Return to Modified Duty. Employees who are not yet able to return to their former duties are offered (subject to restrictions, as addressed below) a temporary, modified-duty assignment that has been approved by the employee's attending physician. The employee's Elected Official, Appointed Official, and/or Department Head is responsible for working with the attending physician to develop and implement the modified-duty assignment. The assignment may consist of the employee's regular job with reduced working hours and/or activities or an alternative modified-duty position. Any return to a modified duty position must be documented with a written offer of employment that has been signed by the employee. See more details on this process below.

Restrictions on Modified Duty Assignments

Modified duty assignments are temporary arrangements intended to complement and facilitate the healing process. The following restrictions apply to modified duty assignments.

Angelina County must endeavor to return employees to gainful employment as soon as possible by exploring the possibility of a modified duty assignment. However, the County does not guarantee the availability of modified duty assignments.

Employees on modified duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness.

Employees receive temporary income benefits from workers compensation to supplement this income to the pre-injury level. (Exception: Commissioned law enforcement officers are guaranteed full salary by the State Constitution while incapacitated under workers compensation standards whether on modified duty or not.)

The pay rate for a modified duty assignment is based on the knowledge, skills and abilities required for the job as well as general market conditions. Employees who return to work in modified duty positions before they have reached maximum medical improvement are eligible for temporary partial disability benefits under Texas' workers compensation program if they earn less than they earned in the position held at the time they sustained the work-related accident or illness.

Employees on modified duty positions are not permitted to supplement their workers compensation benefits by using their accrued vacation or sick leave.

Documenting the Offer of Work

In order for an employee to begin working in a modified duty position, the applicable Elected Official, Appointed Official, and/or Department Head must provide the employee with a written offer of employment that the employee must sign and return.

In the event that an employee refuses to return to regular or modified duties in response to a written, bona fide offer of employment by Angelina County sent via certified mail, the employee is separated from Angelina County and their position will be filled permanently.

A written offer of employment must clearly state:

- a) The position offered and its associated duties
- b) Angelina County's agreement to the limitations or conditions set out in the attending physician's certification of the employee's fitness to return to work
- c) The job's wage, working hours, and location

Elected Officials, Appointed Officials, and/or Department Heads are encouraged to contact the County Auditor's office for a sample offer of employment letter.

Permanent Disabilities

When reaching maximum medical improvement, an employee may have a permanent disability that impairs their ability, with or without reasonable accommodations, to return to their regular position. Angelina County, in consultation with the employee's attending physician, must evaluate the following options:

- Securing vocational rehabilitation services from Texas Workforce Commission's vocational rehabilitation services or private consultants, as appropriate. Such services may include assessment, testing, counseling, and training.
- Finding an open position at Angelina County commensurate with the employee's knowledge, skills, and abilities.

Employees with permanent disabilities may be eligible to receive partial or total permanent disability benefits as required under Texas' workers compensation benefits.

Coordination with FMLA Provisions

Nothing in this policy should be construed as denying employees their rights under the Family and Medical Leave Act or any other federal or state law. It is Angelina County's policy to designate an employee's leave due to a work-related injury or illness as FMLA leave.

Employees entitled to FMLA leave can voluntarily accept modified duty assignments while they are recuperating, but they cannot be required to do so. Employees who lose their workers compensation income benefits as a result of declining a modified duty assignment are required to substitute any available paid leave, such as accrued vacation or sick leave, for unpaid FMLA leave.

Until employees have exhausted their 12-week FMLA entitlement, they have the right to be reinstated to their original job or an equivalent job provided that they are able to perform the job's essential functions.

Medical Appointments

Medical appointments, including driving time, that cannot be scheduled outside of work hours and that are properly coordinated with the employee's superiors will be treated as time worked, and wages will be paid accordingly. The Elected Official, Appointed Official, and/or Department Head may request verification of the appointment and proof of attendance.

An employee on modified duty may use accrued time, such as sick leave and vacation, to take time off for non-work injuries.

It is the employee's responsibility to keep their Elected Official, Appointed Official, and/or Department Head and the County Auditor's office informed of their status after each physician's visit. Failure to do so may result in disciplinary action.

4.02 EMPLOYEE SAFETY

Policy last modified 1/12/21

Angelina 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 as well as comply with their departmental safety requirements. Safety procedures may differ at each County department. Each Elected Official, Appointed Official, and/or Department Head will provide their employees with specific information pertaining to their positions.

Failure to follow the safety standards set by the County or Elected Officials, Appointed Officials, and/or Department Heads 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.

4.03 DRUGS AND ALCOHOL- ALL EMPLOYEES

Policy last modified 1/12/21

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

This policy applies to all employees of Angelina 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 while on duty for the County. An employee may not use 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.

An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do his or her job safely and effectively. An employee must be sure to secure prescription medications if used at work.

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 the safe and effective performance of his or her job duties.

If the use of a medication could compromise an employee's ability to do his or her job or the safety of the employee, fellow employees or the public, the employee must report the condition to his or her supervisor at the start of the workday or use the 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. Angelina County does not sponsor or endorse any specific drug treatment program. The health insurance offered to Angelina County employees may provide limited coverage for expenses related to treatment programs.

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

Any employee who admits to drug use may be terminated. An employee who voluntarily asks for time off to get treatment and recover from a drug or alcohol abuse problem will be given protections 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 including refusing the volunteer testing program will 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 will be terminated.

Angelina County will drug test employees who are not CDL license holders under the following conditions:

Pre-Employment Drug Testing

Angelina County has a pre-employment drug testing requirement that must be passed post offer before an employee starts their first day of work. All offers of employment are conditional upon passing a drug and alcohol test. The employee will sign a consent waiver.

Suspicion-Based Testing

This type of testing requires supervisor training.

“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 be in violation of this drug and alcohol policy where immediate action is necessary, the elected official or supervisor will require that employee to submit to breathe test or urinalysis. 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, Appointed Officials, Department Heads and/or supervisors must take action if they have reason to believe one or more of the above listed conditions is 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 keep them under direct observation 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 breath test or urinalysis. If the employee refuses to submit to testing for any reason, 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 for with signatures of either the elected officials or supervisors as well as the employee.
4. The Elected Official, Appointed Official, and/or Department Head will remove the employee from the County work station and ensure that the employee is transported to an appropriate collection site and thereafter 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.

The Elected Official, Appointed Official, and/or Department Head shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems and maintain a copy of this documentation. A copy shall also be shared with the County Auditor's 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 will be at the discretion of their Elected Official, Appointed Official, and/or Department Head.

Testing Procedures:

1. The employee will be escorted and driven to the designated facility for specimen collection and/or testing.
2. The employee will be required to 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 two (2) hours of the specimen being collected and the same specimen will be used. The cost of this request will be paid for by the employee. All initial costs will be paid for by Angelina County.
4. The employee will be placed on paid administrative leave until the results of the test are known. The Elected Official, Appointed Official, and/or Department Head 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 shall be subject to termination.

4.04 DRUGS AND ALCOHOL - CDL EMPLOYEES

Policy last modified 1/12/21

INTRODUCTION

Drivers are an extremely valuable resource for Angelina County's business. Their health and safety are serious County concerns. Drug or alcohol use may pose a serious threat to driver health and safety. It is, therefore, the policy of the County to prevent substance use or abuse from having an adverse effect on our drivers. The County maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on County property. Furthermore, drivers have a right to work in an alcohol-free and drug-free environment and to work with drivers free from the effects of alcohol and drugs. Drivers who abuse alcohol or use drugs are a danger to themselves, their co-workers and the County's assets.

The adverse impact of substance abuse by drivers has been recognized by the federal government. The Federal Motor Carrier Safety Administration ("FMCSA") has issued regulations which require the County to implement a controlled substance testing program. The County will comply with these regulations and is committed to maintaining a drug-free work

place. All 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 Angelina County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. FMCSA stated that 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.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis) conduct breath testing, and/or search all driver applicants for alcohol and drug use, and those drivers suspected of violating this policy who are involved in a U.S. Department of Transportation (DOT) reportable accident or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each driver. Every effort will be made to maintain the dignity of drivers or driver applicants involved.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. Angelina County retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy will supersede all prior policies and statements relating to alcohol or drugs for CDL drivers. This policy outlines the responsibilities of employees, Elected Officials, Appointed Officials, and/or Department Heads with regard to drug and alcohol testing of employees in safety-sensitive positions in accordance with U.S. Department of Transportation regulations, issued under the Omnibus Transportation Employee Testing Act of 1991.

POLICY STATEMENT

It is the policy of Angelina County to comply fully with the regulations mandating preemployment, random, reasonable suspicion and post-accident and follow-up drug and alcohol testing in accordance with regulations issued by the U.S. Department of Transportation. This policy applies to employees whose job requires them to obtain and retain a Commercial Drivers' License (CDL) and operate a Commercial Motor Vehicle (CMV). Positions and employees covered by this Policy shall be referred to herein as "CDL positions" and "CDL employees" respectively.

It is the policy of Angelina County to comply with the U.S. Department of Transportation, FMCSA Clearinghouse, a secure online database that provides employers with realtime information about CDL driver drug and alcohol program violations. Angelina County will conduct both electronic queries and traditional manual queries with previous employers from January 6, 2020 to January 5, 2023, as required by FMCSA's drug and alcohol use testing program, for checking CDL driver violation histories. Drivers may view their own records. Employees will be required to provide a consent form from the CDL holder to conduct both Limited and Specific inquiries.

This policy contains the requirements of the regulations, except where indicated that a particular provision is based on the authority of Angelina County, as follows.

The performance of safety-sensitive functions is prohibited by CDL employees having a breath alcohol concentration of 0.04 percent or greater as indicated by an alcohol breath test; by employees using alcohol or within four hours after using alcohol; and by employees in the possession of any medication containing alcohol unless the package seal is unbroken. In addition, Angelina County prohibits the performance of any safety-sensitive function by an employee with a breath alcohol concentration of .02 percent or greater.

Use of controlled substances by CDL employees covered by the Policy is prohibited and is in accordance with the regulations issued by the U.S. Department of Transportation.

A CDL employee is performing a safety-sensitive function at the following times:

- a) All time on County property, public property, or other property waiting to be dispatched to drive,
- b) All time inspecting, servicing or conditioning any CMV at any time,
- c) All CMV driving time,
- d) All time other than driving time in or upon any CMV,
- e) All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving receipts for shipments loaded or unloaded,
- f) All time spent performing driver requirements relating to accidents, and
- g) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

DEFINITIONS

Accident: An accident is defined as an incident involving a commercial motor vehicle in which there is either a fatality, an injury treated away from the scene, or a vehicle being required to be towed from the scene.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

Breath Alcohol Technician (BAT): A person who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

Clearinghouse: A secure online database that gives the county real-time information about CDL driver drug and alcohol program violations.

Collection site means a place where individuals present themselves for the purpose of providing breath, body fluid to be analyzed for alcohol or specified controlled substances. The site must

possess all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and transportation of shipment of the samples to a laboratory.

Commercial Driver's License (CDL): A special license required of drivers who drive Commercial Motor Vehicles which meets the following criteria: (A) Meets or exceeds 26,001 lbs. gross vehicle weight; or (B) Transports 16 or more passengers, including the driver; or (C) Transports hazardous materials as determined by the Hazardous Materials Act, 49 USC 5101, and are required to placard the vehicle under the Hazardous Materials Regulations, 49 CFR chapter I, subchapter C.

Commercial Motor Vehicle (CMV): Any self-propelled or towed vehicle used on a highway, any roadway or passage which may be available to public transportation at any time, whether on private or public property, in interstate or intrastate commerce to transport passengers or property when the vehicle:

- Has a gross vehicle weight rating or gross combination weight rating of 26,001 lbs. or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of hazardous materials as determined by the Hazardous Materials Transportation Act, 49 USC 5101, and which require the motor vehicle to be placarded under the Hazardous Materials Regulations, 49 CFR chapter I, subchapter C.

Confirmation Test: For alcohol testing, a second test, following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath, that provides quantitative data of alcohol concentration. For controlled substances testing, a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test in order to ensure reliability and accuracy.

Controlled substance has the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308).

Designated Employer Representative (DER): An employee authorized by Angelina County to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the County, consistent with the requirements of 40.3.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly employed drivers: casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are directly employed by or under lease to the County or who operate a commercial motor vehicle at the direction of or with the consent of Angelina County. For the purposes of preemployment/pre-duty testing only, the

term “driver” includes a person applying for a position with Angelina County, which requires a CDL to drive a commercial motor vehicle.

Drug means any substance (other than alcohol) that is a controlled substance as defined in this section and 49 CFR Part 40.

Evidential Breath Testing device (EBT): A device approved by the National Highway Traffic Safety Administration (“NHTSA”) for the evidential testing of breath at the 0.02 and 0.04 alcohol concentrations, placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices” (“CPL”), and identified on the CPL as conforming with the model specifications available from NHTSA’s Traffic Safety Program.

Medical Review Officer (MRO): A licensed physician responsible for receiving and reviewing laboratory results generated by the County’s drug testing and for evaluating medical explanations for certain drug test results.

On duty time means all time from the time a driver begins to work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. “On duty time” shall include:

1. All time on the County's premises, at a carrier or shipper plant, terminal or facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been released from duty by the County.
2. All time inspection, servicing, or conditioning any commercial motor vehicle at any time;
3. All driving time;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time spent performing the driver requirements relating to accidents;
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Performing a Safety-Sensitive Function: Any period in which the driver is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.

Safety-Sensitive Function: Any of the seven on-duty functions set forth in 395.2, Onduty time, listed below:

- All time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatch, unless the driver has been relieved from duty by the employer.
- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle.
- All time, other than driving time, spent on or in a commercial motor vehicle.

- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent performing the driver requirements associated with an accident.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Screening test:

- In alcohol testing it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system.
- In controlled substance testing it means an immunoassay screen to eliminate negative urine specimens from further consideration.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning evaluation, treatment, follow-up testing, and after-care.

RESPONSIBILITIES

Each Elected Official, Appointed Official, and/or Department Head who supervises CDL holders is responsible for the following Drug and Alcohol Screening compliance activities:

- Ensure each employee required to have a CDL participates in an appropriate drug and alcohol testing program in accordance with DOT regulations. All results will be kept and maintained on file pursuant to County policy.
- Review all driver qualification forms and documents for completeness and compliance.
- Maintain Driver Qualification files, including mandatory drug testing information (for drivers operating a vehicle with a GVWR of 26,001 lbs. or more; a vehicle requiring a placarding for hazardous materials; or a vehicle designed to transport 16 or more passengers including the driver)
- Use the DOT Clearinghouse to make queries regarding CDL drivers' violations and to update the Clearinghouse after a CDL driver has completed drug and alcohol testing in accordance with DOT regulations.

The duties of Elected Officials, Appointed Officials, and/or Department Heads, and/or supervisors who supervise drivers include:

- Participate in the hiring process for employees who drive CMVs, which includes:
 - o Ensuring all offers of employment shall be contingent upon successful conformation of prior employment, driving record, completion of physical, drug and alcohol testing, and other DOT requirements for drivers.
 - o Ensuring the post-offer applicant obtains his/her CDL drug testing.
- Inform and require CDL drivers to submit a urine sample for drug/alcohol testing at the designated medical and/or collection facility when the supervisor suspects that the driver is under the influence of drugs or alcohol, pursuant to DOT regulations and County policy, and
 - o Contact the Elected Official, Appointed Official, and/or Department Head as soon as possible following the incident, and

- o Complete the Supervisors Reasonable Suspicion Form.
- o Compliance with DOT regulations

The responsibilities of a driver include:

- Avoid the use of non-prescribed drugs and alcohol while conducting safety-sensitive activities, and to comply at all times with county policy.
- Submit a sample for drug or alcohol testing when called upon to do so by his/her supervisor, including random testing for CDL drivers, pursuant to county policy (see “Refusal to Submit Form”).

PROHIBITED SUBSTANCES AND PRESCRIPTION MEDICATIONS

- A. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medications containing alcohol which, when consumed causes an alcohol concentration of 0.02 or greater.
- B. Controlled Substance: In accordance with FHWA rules, urinalyses will be conducted to detect the presence of the following substances: Marijuana, Cocaine, Opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone), Amphetamines, Phencyclidine (PCP).
- C. Prescription Medications: Drivers taking legally prescribed medication issued by a licensed health care professional familiar with the driver's work-related responsibilities must report such use to their immediate supervisor, and may be required to present written evidence from the health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

In the sole discretion of the Alcohol and Drug Program Administrator, a driver may be temporarily removed, with pay, from a safety-sensitive position if deemed appropriate.

Prohibitions

- A. Alcohol Prohibitions. The new alcohol rule prohibits any alcohol misuse that could affect performance of a safety-sensitive function, including:
 1. Use while performing safety-sensitive functions.
 2. Use during the 4 hours before performing safety-sensitive functions.
 3. Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.02 or greater.
 4. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines which contain alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
 5. Use during 8 hours following an accident or until they undergo a post-accident test.
 6. Refusal to take a required test.

Note: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or be permitted to perform safety-sensitive functions for at least 24 hours.

The other consequences imposed by the regulations and discussed below do not apply. However, documentation of this test constitutes written warning that County policy has been violated, and could result in disqualification of a driver and disciplinary action, up to an including termination under Angelina County policy.

- B. Drug Prohibitions. The regulations prohibit any drug use that could affect performance of safety-sensitive functions, including:
1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate the CMV;
 2. Testing positive for drugs; and 3. Refusing to take a required test.

All drivers will inform their Elected Official, Appointed Official, and/or Department Head of any therapeutic drug use prior to performing a safety-sensitive function.

PROCEDURES

Types of Tests

To the extent practicable, all tests will be conducted during employees' normally scheduled work hours. All testing required by this policy will be conducted in accordance with the Omnibus Transportation Employee Testing Act of 1991 and drug testing guidelines and regulations issued by the Department of Transportation. The following tests are required:

- A. Pre-employment. All applicants for employment in CDL positions, or candidates for transfer or promotion to such positions, are subject to screening for improper use of controlled substances. (Note: A pre-employment drug test may be required for an existing employee who was removed from the random testing program for more than 30 days.)
- B. Post-Accident. These tests are to be conducted after accidents of CDL employees in County vehicles whose performance could have contributed to the accident, as determined by a citation for a moving traffic violation, and for all fatal accidents even if the driver is not cited for a moving traffic violation.
- i. Alcohol tests should be conducted within 2 hours, but in no case more than 8 hours, after the accident.
 - ii. CDL employees must refrain from all alcohol use until the test is complete.
 - iii. Post-accident drug tests must be conducted within 32 hours.
- C. Reasonable Suspicion. These tests are to be conducted when a trained supervisor or manager observes behavior or appearance that is characteristic of alcohol or illicit drug misuse.
- i. If a CDL employee's behavior or appearance suggests alcohol or drug misuse, a reasonable suspicion test must be conducted.
 - ii. If a test cannot be

administered, the driver must be removed from performing safety-sensitive duties for at least 24 hours.

- iii. Testing for alcohol abuse must be based upon suspicion which arises just before, during or just after the time when the employee is performing safety-sensitive duties.
- iv. Testing for substance abuse may occur at any time upon suspicion. (The following conditions are signs of possible alcohol or drug use and include but are not limited to: Abnormally dilated or constricted pupils; Glazed stare - redness of eyes (sclera); Flushed face; Change of speech (i.e. faster or slower); 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; Slurred speech; Difficulty walking; Excessive, unexplained absences; Dulled mental processes; Slowed reaction rate.)

D. Random: These tests are to be conducted on a random, unannounced basis just before, during or after performance of safety-sensitive functions for alcohol or at any time for drugs.

- i. Each year, the number of random alcohol tests conducted by the County must equal at least *10% of all the safety-sensitive CDL employees.
- ii. Random drug tests conducted by the County must equal at least *50% of all CDL employees.
- iii. Note: These percentages are subject to change. The FMCSA Administrator's decision to increase or decrease the minimum annual percentage rate for random alcohol and controlled substances testing will be applicable starting January 1 of the calendar year following publication in the Federal Register.

E. Return to Duty and Follow-up. These tests are to be conducted when an individual who has violated the prohibited alcohol or drug standards returns to performing safety-sensitive duties. All positive tests require a negative test result in or for employee to return to duty.

- i. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after a driver returns to duty.
- ii. Follow-up testing may be extended for up to sixty (60) months following the return to duty.

Conducting Tests

Alcohol

DOT rules require breath testing using evidential breath testing (EBT) devices.

- o Two breath tests are required to determine if a person has a prohibited alcohol concentration.

- o A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second, confirmation test must be conducted

Drugs

Drug testing is conducted by analyzing a driver's urine specimen, and must be conducted through a U.S. Department of Health and Human Services certified facility.

- o Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification and integrity are not compromised.
- o DOT rules require a split specimen procedure.
 - Each urine specimen is subdivided into two bottles labeled as primary and split.
 - Both bottles are sent to the laboratory.
 - Only the primary specimen is opened and used for the urinalysis.
 - The split specimen remains sealed at the laboratory.
 - If the analysis of the primary specimen confirms the presence of illegal controlled substances, the driver has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis.
- o All urine specimens are currently analyzed for the following drugs:
 - Marijuana (THC metabolite)
 - Cocaine
 - Amphetamines
 - Opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone)
 - Phencyclidine (PCP)
 - o Testing is conducted using a two-stage process.
 - First, a screening test is performed.
 - If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug.
 - Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results.
- o All drug tests are reviewed and interpreted by a physician designated as a Medical Review Officer (MRO) before they are reported to the County.
 - If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen.
 - For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a positive test result. The MRO will take into consideration when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
 - If the MRO determines that the drug use is legitimate, the test will be reported to the Designated Employer Representative as a negative result.

Refusal to Submit to an Alcohol or Drug Test and Consequences

- o Refusal to submit to an alcohol or controlled substances test means that a CDL employee:
 - Fails to provide adequate breath for testing without a valid medical explanation after they have received notice of the requirement for breath testing in accordance with the provisions of this policy,
 - Fails to provide adequate urine for controlled substances testing without a valid medical explanation after they have received notice of the requirement for urine testing in accordance with the provisions of this policy,
 - Refuses to wash his or her hands after being directed to do so during collection of a urine sample,
 - Admits to the collector of a urine sample that they have adulterated or substituted their specimen,
 - An observed collection of a urine sample, fails to follow the observer's instructions to raise his or her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if they have any type of prosthetic or other device that could be used to interfere with the collection process,
 - Possesses or wears a prosthetic or other device that could be used to interfere with the collection process, or
 - Behaves in a confrontational way that disrupts the collection process or otherwise engages in conduct that clearly obstructs the testing process.
- o CDL employees who refuse to submit to an alcohol or drug test are not allowed to perform safety-sensitive functions. Pursuant to the County's authority, CDL employees who refuse to submit to a test will be subject to discipline, up to and including discharge.

Consequences of Alcohol and/or Drug Misuse

CDL employees who have any alcohol concentration, defined as 0.02 or greater, who are tested just before, during or just after performing safety-sensitive functions, must be removed from performing such duties for a minimum 24 hours. Disciplinary action, up to and including termination, may be imposed upon an employee whose alcohol test reveals any alcohol concentration between 0.02 and 0.04.

CDL employees who engage in prohibited alcohol or drug conduct and CDL employees who test positive for alcohol use greater than 0.04 or drug use must be immediately removed from safety-sensitive functions for a period of time determined by the County at its sole discretion. Disciplinary action, up to and including termination, may be imposed upon a CDL employee who engages in prohibited alcohol or drug conduct and CDL employees who test positive for alcohol use greater than 0.04 or drug use.

Elected Officials, Appointed Officials, and/or Department Heads may consider the following courses of action (these are suggestions only):

Unless the circumstances warrant more serious discipline, the first time a CDL employee tests positive for alcohol use greater than 0.04 or drug use, they shall receive a one (1) day unpaid suspension.

If a CDL employee tests positive for alcohol use greater than 0.04 or drug use for a second time within the five-year period immediately following their first positive test, they shall be terminated.

A CDL employee in his/her introductory or training period who tests positive for any alcohol concentration (defined as 0.02 or greater) or drug use, shall be terminated.

A CDL employee who tests positive for alcohol use greater than 0.04 or drug use but is not terminated must be evaluated by a substance abuse professional and comply with any treatment recommendations to assist them with his/her alcohol or drug problem. Failure to comply will result in immediate termination. The payment for any recommended treatment will be strictly at the expense of the employee (or his/her health insurance program, if applicable). Employees may be placed on sick leave or leave without pay status during the treatment period, whichever is appropriate.

CDL employees who have been evaluated by a substance abuse professional, who comply with any recommended treatment, who have taken a return to duty test with a result less than 0.02, and who are then subject to unannounced follow-up tests at the employees' expense, may return to work.

Once an employee successfully completes rehabilitation, they shall be returned to their regular duty assignment or an equivalent position. Employee assignments during treatment shall be based on each individual's circumstances. As a condition of employment, the employee must comply with prescribed followup care.

Information / Training

All current and new employees will receive written information about the testing requirements and how and where they may receive assistance for alcohol or drug misuse.

All employees must receive a copy of this policy and sign the Confirmation of Receipt (see the following exhibits).

All personnel responsible for supervising and managing CDL employees must attend at least two hours of training on alcohol and drug misuse symptoms and indicators used in making determinations for reasonable suspicion testing.

Supervisors and managers will be instructed on the detection of abuse problems and the enforcement of the testing policy. Periodic, on-going training will also occur after implementation of the policy.

This policy will be posted on employee bulletin boards and will be available to all employees.

Educational information will be made available periodically which will focus on the potentially dangerous effects of drug and alcohol use and abuse, the procedures associated with pre-employment drug screening and "reasonable suspicion" testing, the effects on job performance measured in loss of productivity, and the potential safety hazards presented to the individual employee, other employees and the public.

All recruitment advertising will include the statement "Drug/alcohol screening is a condition of employment" at the bottom of the advertisement/posting with the EEO statement.

All final candidates for employment will be given a copy of this policy and will be given the opportunity to read the policy in its entirety.

Record Keeping

Angelina County will keep detailed records of its drug and alcohol program per DOT Regulations.

These records are confidential. Test results will only be released to the County, the substance abuse professional or the MRO. Any other release will only be made with written consent of the CDL driver or in response to court order.

All Angelina County drug and alcohol test results will be updated in the DOT Clearinghouse online database as required by DOT regulation.

Appeal of Test Results

Alcohol and drug abuse may not only threaten the safety and productivity of all employees of Angelina County, it also causes serious individual health consequences to those who use them. Exhibit A outlines several personal consequences which may result after abuse of controlled substances. Any confirmed actions prohibited by the above, while performing a safety-sensitive function or refusing to take a breath test, will be grounds for termination. Refusal may be defined as not providing a breath sample or urine as directed, neglecting to sign appropriate control forms, using alcohol within 8 hours of an accident, or engaging in conduct that clearly obstructs the testing process.

Any driver testing positive for the presence of a controlled substance will be contacted by the County's MRO. The driver will be allowed to explain and present medical documentation to explain any permissible use of a drug. All such discussions between the driver and the MRO will be confidential. The County will not be a party to, or have access to, matters discussed between the driver and the MRO. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the County as a negative.

Within 72 hours after the driver has been notified of a positive test result for drugs, they may request a retest at their expense of the split sample. This signed request will be provided to the MRO in writing, who will then initiate the new laboratory analysis. If a different result is

detected by the subsequent laboratory, the test will be voided by the MRO, and the County's Alcohol and Drug Program Administrator will be notified. A retest may be initiated as appropriate.

CONFIDENTIALITY

Under no circumstance, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee, except for the requirement to utilize the Clearinghouse, which is the DOT online database for drug and alcohol testing results.

Drivers are entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substance tests. Copies will be provided within 5 days.

Collection of breath and urine samples must always be documented and sealed with a tamper-proof sealing system in the presence of the driver, to ensure that all tests can be correctly traced to the driver. Drug test analysis from the DHHS approved laboratory will be forwarded directly to the Medical Review Officer assigned by the Alcohol and Drug Program Administrator.

Alcohol test results will be forwarded by the MRO to the Alcohol and Drug Program Administrator for confidential record keeping.

EXHIBIT A ALCOHOL AND DRUG EFFECTS

Section 382.601(b)(11) FMCSR mandates that all employees be provided with training materials discussing the effects of alcohol and controlled substances use on an individual's health, work and personal life.

This attachment is intended to help individuals understand the personal consequences of substance abuse.

ALCOHOL

Although used routinely as beverage for enjoyment, alcohol can also have negative physical and moodaltering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

Health Effects

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.), or wine (6 oz.) over time, may result in the following health hazards:

- Dependency
- Fatal liver disease
- Kidney disease
- Pancreatitis
- Ulcers
- Decreased sexual functions
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma

- Spontaneous abortion and neonatal mortality
- Birth defects

Social Issues

- 2/3 of all homicides are committed by people who drink prior to the crime
- 2-3% of the driving population are legally drunk at any one time. This rate doubles at night and on weekends.
- 2/3 of all Americans will be involved in an alcohol-related vehicle accident during their lifetime.
- The separation and divorce rate in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol-related.
- Alcoholics are 15 times more likely to commit suicide.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol-related.
- Over 17,000 fatalities occurred in 1993 in highway accidents, which were alcohol-related. This was 43% of all highway fatalities.
- 30,000 people will die each year from alcohol caused liver disease.
- 10,000 people will die each year due to alcohol-related brain disease or suicide.
- Up to 125,000 people die each year due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of alcohol from the body.
- Impairment can be measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

ALCOHOL'S TRIP THROUGH THE BODY

Mouth and Esophagus: Alcohol is an irritant to the delicate linings of the throat and food pipe. It burns as it goes down.

Stomach and Intestines: Alcohol has an irritating effect on the stomach's protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis, perforation of the stomach wall. In the small intestine, alcohol blocks absorption of such substances as thiamine, folic acid, fat, vitamin B₁, vitamin B₁₂, and amino acids.

Bloodstream: 95% of the alcohol taken into the body is absorbed into the bloodstream, through the lining of the stomach and duodenum. Once in the bloodstream, alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also causes anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and degenerates the clotting ability of blood platelets.

Pancreas: Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease dies during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin thus resulting in diabetes.

Liver: Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of live cells destroyed, eventually causing cirrhosis of the liver. The disease is eight times more frequent among alcoholics than among non-alcoholics.

Heart: Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

Urinary Bladder and Kidneys: Alcohol inflames the lining of the urinary bladder, making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

Sex Glands: Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

Brain: The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing progressive in coordination: confusion, disorientation, stupor, anesthesia, coma, death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment and learning ability.

DRUGS

Health Effects

- Emphysema-like conditions.
- One joint of marijuana contains cancer-causing substances equal to 1/2 pack of cigarettes.
- One joint causes the heart to race and be overworked. People with heart conditions are at risk.

□

- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Marijuana lowers the body's immune system response, making users more susceptible to infection.
 - Chronic smoking causes changes in brain cells and brain waves. The brain does not work as efficiently or effectively. Long-term brain damage may occur.
- Tetrahydrocannabinol (THC) and 60 other chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in testosterone and an increase in estrogen, the female hormone. As a result, the sperm count is reduced, leading to temporary sterility.
- Chronic smoking of marijuana in females causes a decrease in fertility.
- A higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life are common in pregnant marijuana smokers.
- THC causes birth defects including brain damage, spinal cord, forelimbs, liver, and water on the brain and spine in test animals.
- Prenatal exposure may cause underweight newborn babies.
- Fetal exposure may decrease visual functioning.
- User's mental function can display the following effects:
 - delayed decision making
 - diminished concentration
 - impaired short-term memory
 - impaired signal detection
 - impaired tracking
 - erratic cognitive function
 - distortion of time estimation

Workplace Issues

- THC is stored in body fat and slowly released.
- Marijuana smoking has long-term effects on performance.
- Increased THC potency in modern marijuana dramatically compounds the side effects.
- Combining alcohol or other depressant drugs with marijuana increases the impairing effects of both.

Cocaine

Used medically as a local anesthetic. When abused, it becomes a powerful physical and mental stimulant. The entire nervous system is energized. Muscles tense, heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Health Effects

- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing damage to critical nerve cells. Parkinson's Disease could also occur.
- Cocaine causes the heart to beat faster, harder, and rapidly increases blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured vessels causing strokes and heart attacks.
- Strong dependency can occur with one "hit" of cocaine. Usually mental dependency occurs within days for "crack" or within several months for snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than other chemical dependencies.
- Extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid. Fatal effects are usually not reversible by medical intervention.

Workplace Issues

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.

□

- Lapses in attention and ignoring warning signals increases probability of accidents.
- High cost frequently leads to theft and/or dealing.
Paranoia and withdrawal may create unpredictable or violent behavior.
- Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments.

Opioids

Narcotic drugs which alleviate pain and depress body functions and reactions.

Health Effects

- IV needle users have a high risk of contracting hepatitis or AIDS when sharing needles.
- Increase pain tolerance. As a result, a person may more severely injure themselves and fail to seek medical attention as needed.
- Narcotic effects are multiplied when combined with other depressants causing an increased risk for an overdose.
- Because of tolerance, there is an ever-increasing need for more.
- Strong mental and physical dependency occurs.
- With increased tolerance and dependency combined, there is a serious financial burden for the users.

Workplace Issues

- Side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the user at high risk for an accident.
- Causes impairment of physical and mental functions.

Amphetamines

Central nervous system stimulant that speeds up the body and mind.

Health Effects

- Regular use causes strong psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk-taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

Workplace Issues

- Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.
- With heavy use or increasing fatigue, the short-term mental or physical enhancement reverses and becomes an impairment.

Phencyclidine (PCP)

Often used as a large animal tranquilizer. Abused primarily for its mood altering effects. Low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, violent behavior, and an inability to speak or comprehend.

□

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
PCP, when combined with other depressants, including alcohol, increases the possibility of

- an overdose.
- If misdiagnosed as LSD induced, and treating with Thorazine, can be fatal.
- Irreversible memory loss, personality changes, and thought disorders may result.

Workplace Issues

- Not common in workplace primarily because of severe disorientation that occurs.
- There are four phases of PCP abuse:
 - o Acute toxicity causing combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distorted perception are common.
 - o Toxic psychosis with visual and auditory delusions, paranoia and agitation.
 - o Drug induced schizophrenia.
 - o Induced depression which may create suicidal tendencies and mental dysfunction.

EXHIBIT D

To _____ a.m. p.m.

Record employee observed behavior for reasonable suspicion for the use of alcohol or controlled substances. According to 49 CFR §382.307 (Reasonable Suspicion Testing) the employer shall require their driver to submit to a controlled substance or alcohol test if a supervisor or county representative who is trained in accordance with §382.603 determines that reasonable suspicion exists.

Reasonable Suspicion determined for: _____ Alcohol _____ Controlled Substance

1. Appearance: _____Normal _____Sleepy _____Tremors _____Clothing _____Cleanliness

Description: _____

2. Behavior: _____Normal _____Erratic _____Inappropriate gaiety _____Mood swings _____Lethargic

Description: _____

3. Speech:

Description: _____

4. Body Odors:

Description: _____

5. Indications of the chronic and withdrawal effects of controlled substances: _____Yes _____No

Explain: _____

6. Other observations of reasonable suspicion:

Signature Title Preparation Date _____ A.M. P.M.
Time

Signature Title Preparation Date _____ A.M. P.M.
Time

The alcohol test must be administered within eight (8) hours following a reasonable suspicion determined. Employer retain in employee's confidential file.

REASONABLE SUSPICION TEST

When an employee begins to show a pattern of deterioration job performance, the supervisor will take a series of steps over a period of time, each of which requires full documentation. Substance abuse can affect an employee's job performance in many ways and supervisors must be aware of them. Supervisors need to alert for and document the following if they appear as part of a pattern and not as isolated incidents.

General Trends:

- Excessive absenteeism; peculiar excuses for absences.
- Excessive use of sick leave, particularly for minor illness such as colds, flu or stomach problems.
- Frequent absences on Fridays, Mondays, pay days or after holidays.
- Excessive tardiness, especially at lunch time.
- Long breaks; frequent trips to the bathroom, break area or parking lot and frequent early departures from work.
- Higher than normal accident rates, both on- and off-the-job.
- Complaints from co-workers.
- Overreacts to real or imagined criticism.
- Changes in appearance, such as flushed face, red or bleary eyes, carelessness in dress or appearance; hand tremors.
- Makes untrue statements.
- Tracking or needle marks on the arms.

Performance-related Trends:

- Inconsistent work patterns or disruption of work patterns.
- Misses deadlines.
- Decreasing reliability; procrastination; or memory gaps.
- Tendency to neglect details formerly not neglected.
- Friction with co-workers; placing blame on others.
- Errors due to inattention or poor judgment.
- Making consistently bad decisions; missing deadlines.
- Requesting different job assignments.
- Seeking loans from co-workers.
- Wasting office supplies or materials due to errors.
- Poor service to public; complaints from the public.
- Lack of cooperation; confusion.
- Decreased productivity or quality of work.
- Morale problems; unacceptable behavior.

Specific Examples of Behavior:

- Accidents involving injury and/or property damage.
- Slurred speech.
- Alcohol odor on breath.
- Unsteady walking and movement.
- Physical disputes.
- Verbal altercations.
- Unusual behavior.
- Possession of alcohol and/or drugs.
- Information obtained from a reliable person with personal knowledge that the employee is under the influence of drugs and/or alcohol.

Obviously, there are other explanations for such trends, and supervisors should be cognizant of this. Supervisors are not to jump to conclusions and should use good judgment.

EXHIBIT E
ALCOHOL AND CONTROLLED SUBSTANCE
EMPLOYEE'S CERTIFIED RECEIPT

Employee's Name Department

This is to certify that I have been provided educational materials that explain the requirements of §382.601 and my employer's policies and procedures with respect to meeting the requirements. The materials include detailed discussion of the following checked items:

- _____ 1. The designated person to answer questions about the materials.
- _____ 2. The categories of drivers subject to Part 382.
- _____ 3. Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
- _____ 4. Specific information concerning prohibited driver conduct.
- _____ 5. Circumstances under which a driver will be tested.
- _____ 6. Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- _____ 7. The requirement that tests are administered in accordance with Part 382.
- _____ 8. An explanation of what will be considered a refusal to submit to a test and the consequences.
- _____ 9. The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and §382.605 procedures.
- _____ 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- _____ 11. Information on the effect of alcohol and controlled substances use on: An individual's health; signs and symptoms of a problem; work; available methods of intervening when a problem is suspected; personal life.
- _____ 12. Optional information:

Employee's Name Date

Angelina County Representative Date

Retain in employee's confidential file

EXHIBIT F

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER ON ALCOHOL AND CONTROLLED SUBSTANCES TESTING

SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

(Print name) _____
First, M.I., Last Social Security Number

Previous Employer: _____

Street: _____ Telephone: _____

City, State, Zip: _____ Fax No.: _____

You may release and forward information requested by section 2 (below) of this document concerning my Alcohol and Controlled Substances Testing records to:

Prospective Employer: _____

Attention: _____

Street: _____ Telephone: _____

City, State, Zip: _____ Fax No.: _____

Applicant Signature Date

This is in compliance with §382.405(f) and (h), which state:
(f) Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by that subsequent employer is permitted only as expressly authorized by the terms of the driver's request.
(h) An employer shall release information regarding driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.
§382.413(a)(b)(c)(e)(f) further state:
(a) An employer may obtain, pursuant to a driver's written consent, any of the information concerning the driver which is maintained under this part by the driver's previous employers.
(b) An employer shall obtain, pursuant to a driver's consent, information on the driver's alcohol tests with a concentration result of 0.104 or greater, positive controlled substances test results, and refusals to be tested, within the preceding three years, which are maintained by the driver's previous employers under §382.401(b)(1)(i) through (iii).
(c) The information in paragraph (b) of this section must be obtained and reviewed by the employer no later than 14 calendar days after the first time a driver performs safety-sensitive functions for an employer.
(e) The prospective employer must provide to each of the driver's employers with the three preceding years the driver's specific written authorization for release of the information in paragraph (b).
(f) The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. Each employer must maintain a written, confidential record with respect to each past employer contacted.

SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER COMPLETE

THIS SECTION AS IT PERTAINS TO PART 382. SEE SEC. §382.413(b), ABOVE.

- 1. Has this person ever tested positive for a controlled substance in the last three years? Yes No
- 2. Has this person ever had an alcohol test with a Breath Alcohol Concentration 0.04 or greater in the last three years? Yes No
- 3. Has this person ever refused a required test for drugs or alcohol in the last three years? Yes No

If YES to any of the above questions, please give the SAP's (Substance Abuse Professional) name, address and phone number for further reference.

Name: _____

Street: _____

City, State, Zip: _____ Telephone: _____

Section 2 completed by (signature): _____ Date: _____ SECTION 3: TO BE

COMPLETED BY PROSPECTIVE EMPLOYER

This form was (check one) Faxed to previous employer. Mailed. Date: _____ Complete below when information was obtained.

Information received from: _____

Recorded by: _____ Method: Fax Mail Phone

Date: _____ Personal interview

PREVIOUS EMPLOYER

COMPLETE AND RETURN TO PROSPECTIVE EMPLOYER

4.05 WORKPLACE VIOLENCE

Policy last modified 1/12/21

Angelina County is committed to providing a workplace free of violence. Angelina County will not tolerate or condone violence of any kind 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 in 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 at all times and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor or the County Sheriff's department.

5.0 EMPLOYEE PAYROLL

5.01 FAIR LABOR STANDARDS ACT (FLSA) SAFE HARBOR

Policy last modified 1/12/21

Angelina County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to attention, Angelina County will promptly make any corrections necessary. Employees should review their pay stub when it is received to make sure it is correct. If an employee believes a mistake has occurred or if they have any questions, they should contact the County Auditor's office at (936) 634-8233. Any necessary corrections will be made on the next payroll.

Employees who are classified as non-exempt must maintain an accurate record of the total hours worked each day. It is the responsibility of each employee to verify that their timesheets are correct. Timesheets must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Employees must only submit timesheets that are accurate. When an employee receives each pay check, they must verify immediately that the pay correctly accounts for all regular and overtime hours worked each work week.

Non-exempt employees, unless authorized by their supervisor, 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 authorization is given to do so. That time worked is to be recorded on an employee's timesheet. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work performed but not reported on an employee's timesheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. If someone directs an employee to work without documenting their time worked, the employee should tell the County Auditor's office.

It is a violation of Angelina County policy for any employee to falsify a timesheet or to alter another employee's timesheet. 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 timesheet to under-report or overreport hours worked. If anyone instructs an employee (1) to incorrectly or falsely underreport or over-report hours worked or (2) to alter another employee's time records to inaccurately or falsely report that employee's hours worked, this should be reported immediately to the County Auditor's office at (936) 634-8233.

If an employee is classified as an exempt salaried employee, they will receive a salary which is intended to compensate them for all hours worked for the County. This salary will be established at the time of hire or when they become classified as an exempt employee. 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 the work performed.

An exempt employee's salary may also be reduced for certain types of deductions such as portions 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 work is performed, 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 that less than a full week is worked.

An exempt employee's salary, in any workweek in which they perform any work, will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) absence because the facility is closed on a scheduled work day; or 3) 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 the employee has 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 forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

If an employee has questions about deductions from their pay, they should contact their supervisor. If an employee believes they have been subject to any improper deductions or their pay does not accurately reflect the hours worked, they should immediately report the matter to the County Auditor's office at (936) 634-8233. If an employee has not received a satisfactory response within five business days after reporting the incident, they should immediately contact the County Attorney at (936) 639-3929 (P.O. Box 1845, Lufkin, TX 75902). Every report will be fully 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 who cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

5.02 INTERNAL REVENUE SERVICE (IRS) FRINGE BENEFITS

Policy last modified 1/12/21

Angelina County will comply with the IRS with regard to fringe benefits such as County uniforms, County vehicle usage and day-trip meals. An employee may be responsible for providing requested information to appropriate County personnel and for paying taxes on such fringe benefits.

5.03 COMPENSATION

Policy last modified 1/12/21

Angelina County Commissioners Court annually sets the maximum compensation for each employee in accordance with Texas state law.

Angelina County complies with the Fair Labor Standards Acts as outlined in the Fair Labor Standards Safe Harbor policy.

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

Law Enforcement personnel are treated in accordance with the 207(k) exemption under the Fair Labor Standards Act. The Commissioners Court has adopted this exemption.

Changes to an employee's wage will go into effect at the start of the next biweekly payroll period.

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

5.04 CERTIFICATE PAY FOR LAW ENFORCEMENT

Policy last modified 1/12/21

Angelina County will supplement eligible law enforcement personnel for certifications, and such pay is based on Texas Commission on Law Enforcement (TCOLE) Proficiency Certificates. Personnel must be in a full-time position that requires certifications through TCOLE.

Personnel may only receive one supplement which is based on their current job position. In some cases when the budget is estimated, pay will be based on actual certification(s) held.

Certification pay will be adjusted as a certification level is completed during the fiscal year. It is the responsibility of the employee to provide the new certification advancement certificate to their Elected Official, Appointed Official, and/or Department Head for purposes of updating their personnel file and compensation information.

Once an update to a certification is presented to the County Auditor's office in writing, the pay increase will go into effect in the following payroll cycle.

5.05 PAYROLL DEDUCTIONS

Policy last modified 1/12/21

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

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

Any optional deduction authorized by the Commissioners Court and approved by the employee shall also be made from the employee's paycheck.

No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the County Auditor's office.

5.06 WORK WEEKS AND WORK PERIODS

Policy last modified 1/12/21

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

5.07 TIMEKEEPING AND REPORTING

Policy last modified 1/12/21

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Angelina County to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Time sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code § 37.10. Falsifying a time sheet, a governmental record, is a Class A Misdemeanor.

Time records must be submitted by the employee and approved by the Elected Official, Appointed Official, and/or Department Head or, if done on paper, signed by the employee and by the Elected Official, Appointed Official, and/or Department Head. It is recommended that time be entered after each day's work in order to maintain an accurate and comprehensive record of the actual time worked. Changes made to time records require approval of both the employee and the supervisor.

Exempt employees are not required to use the timekeeping system to "clock in and out." Leave such as vacation, sick and other approved leave will be recorded in the timekeeping system as to appropriately record exempt employees' approved leave time taken.

Each Elected Official, Appointed Official, and/or Department Head is responsible for ensuring that all hours worked and leave time taken are reported on the time sheets submitted to the County Auditor's office for payroll purposes as well as being recorded on the individual department's records.

Timesheets must be submitted to the County Auditor's office by noon on the Monday immediately following the end of the biweekly pay period, and elected officials, departments heads, and supervisors must ensure this is done. See Appendix B for additional information.

If the County Auditor's office has not received a timesheet by the deadline specified, this may result in an employee receiving pay at their current regular rate for the hours reasonably believed to have been worked.

All corrections will be made on the next regularly scheduled payroll.

5.08 PAY PERIODS

Policy last modified 1/12/21

The pay period for Angelina County shall be a biweekly 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.

Pay advances shall not be made to any employee for any reason.

See Appendix B for additional information.

5.09 WORK SCHEDULES

Policy last modified 1/12/21

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. Each Elected Official, Appointed Official, and/or Department Head shall determine the exact working schedules for their employees. 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. The need for schedules that vary from the normal schedule shall be determined by each Elected Official, Appointed Official, and/or Department Head.

5.10 HOURS WORKED

Policy last modified 1/12/21

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

5.11 OVERTIME CALCULATIONS AND RULES

Policy last modified 12/13/2022

Overtime shall include all time actually worked for the County in excess of forty (40) hours in any workweek, with the exception of law enforcement.

Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, 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 in accordance with the provisions of the FLSA. Covered employees shall receive paid compensatory time off at a rate of one and one-half (1 ½) times the amount of overtime worked.

The maximum amount of unused compensatory time an employee shall be allowed to accrue is 120 hours. This limit on accrued compensatory time applies to all employees, including law enforcement personnel as defined under the Fair Labor Standards Act (FLSA). 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 ½) times the employee's regular rate of pay 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 the employee's absence will not place an undue hardship on the operations of the department in which the employee works. Compensatory time may be used for any purpose desired by the employee with supervisor approval. Angelina County shall have the right to require employees to use earned compensatory time at the convenience of the County.

If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, they shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.

Angelina 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. Angelina 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) times the employee's regular rate of pay.

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

Law Enforcement Overtime

The Angelina County Commissioners Court has adopted the 207(k) exemption under the Fair Labor Standards Act for law enforcement employees, which includes deputies and jailers.

These employees have a work period of 14 days and overtime will be due after 86 hours actually worked. Law enforcement employees' salary covers all hours up to 86 hours per biweekly period.

Paid leave (e.g., vacation, sick, holidays, comp time) shall not be counted in determining if overtime has been worked in any workweek.

Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime.

5.12 DEMOTIONS

Policy last modified 1/12/21

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, and/or Department Heads may choose to demote or reassign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion, an employee's compensation may be adjusted downward.

5.13 TRANSFERS

Policy last modified 1/12/21

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, and/or Department Heads may transfer an employee in their department to a vacant position. All transfers must be handled in accordance with the budget adopted by Commissioners Court.

5.14 PROMOTIONS

Policy last modified 1/12/21

Promotions are the movement of an employee from one position to another with an increased responsibility or complexity of job duties and to a higher salary. Elected Officials, Appointed Officials, and/or Department Heads may promote an employee in their department to a vacant position. All promotions must be handled in accordance with the budget adopted by Commissioners Court.

5.15 SEPARATIONS

Policy last modified 1/12/21

A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends. All separations from Angelina 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 Angelina County and the separation does not fall into one of the other categories. Employees who are resigning should submit a written notice of resignation to their supervisor.

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. An employee who is retiring should notify their 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.

When an employee separates from Angelina County, the employee's final day of employment will be their last physical day worked or, if the employee is on leave, the date notice is given.

A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation. Angelina 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 or when there is a lack of funds to support the position or there is a lack of work to justify the position.

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

If an employee leaves the service of the County, their final paycheck shall include:

- Pay for all hours worked but for which payment has not been received (e.g., time and a half for overtime worked);
- Pay for compensatory time which has been earned but not yet used;
- Pay for accrued leave for which payment is due (e.g., vacation);
- Deduction(s) for indebtedness to the County which has been incurred and not yet repaid.

5.16 RETIREE REHIRES

Policy last modified 1/12/21

Retired employees shall be eligible to apply for open positions with Angelina County as long as the following provisions are met:

1. The retiree has been retired for at least one (1) calendar month;
2. No prior arrangement or agreement was made between Angelina County (including Elected Officials, Appointed Officials, and/or Department Heads) and the retiree for re-employment; and,
3. Strict adherence to normal leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide separation of employment and have been retired for a minimum of one (1) calendar month. A bona fide separation means there is no prior agreement or understanding between Angelina 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 position 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 also cannot retire with an agreement to go work in a different department or different 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 who is rehired consistent with this policy must establish a new membership with TCDRS and will be considered to be a new member for the purposes of beneficiary determination and benefit selections.

5.17 LONGEVITY PAY

Policy last modified 1/12/21

Longevity Pay is subject to budgeting and will be considered at each annual budget process on a “funds available basis.”

Longevity is provided to employees at the rate of \$8.00 for each month of continuous service. Additional longevity funds may be added annually if approved in Commissioner’s Court.

In order to qualify for longevity pay, an employee must be a regular full-time employee and must have at least one continuous year of service as of November 1 of the current year. Additionally, the employee must meet the following qualifications:

- Must be physically present at work on or after November 1 of the current year, or Must be on approved FMLA leave, or Must be on approved military leave.

Longevity will not be paid to employees on workers compensation leave who have exhausted their 12 weeks of FMLA.

Regular part-time and temporary employees will not be eligible for longevity pay. If a temporary or part-time employee becomes full-time, longevity benefits will be calculated from the date the employee becomes a regular full-time employee.

Longevity pay will typically be received by employees on the last regular bi-weekly payday in November of the year in which it was approved.

5.18 BRIDGING

Policy last modified 1/12/21

Bridging is the act of combining two separate periods of employment at Angelina County for the purpose of determining years of service for benefits purposes. Benefits covered under this policy include, but are not necessarily limited to, vacation leave, sick leave, longevity pay and retirement (if not cashed in at the time of separation) calculations.

An eligible employee’s seniority and eligibility to participate in the County’s benefit plans will be bridged if the employee is rehired under the guidelines stated below.

Any regular full-time employee with a satisfactory work record who has been employed with Angelina County for at least five (5) years and who voluntarily terminates such employment is eligible for bridging if rehired by the County within six months of the date of termination. Any rehiring of such an employee is at the discretion of the Elected Official, Appointed Official, and/or Department Head and nothing herein shall constitute any right to reemployment; however, former employees who lack a satisfactory work record will not be eligible for rehire.

A returning employee, in accord with policy 5.15 Separations, does not recover the compensatory time, accrued vacation, unused holidays, accrued sick time, or other such benefits they had prior to their separation from the County.

The returning employee must re-enroll for benefits within 30 days of the rehire date. Previous elections will not be reinstated automatically. Waiting periods for applicable benefits will be waived, if possible.

A former County employee who is rehired after an absence of six months or greater will be considered a new employee and will not be eligible for bridging.

6.0 EMPLOYEE BENEFITS

6.01 HEALTH AND DENTAL PLANS

Policy last modified 1/12/21

All full-time regular employees of Angelina 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.

Premiums for the coverage of an eligible employee shall be paid entirely by the County if the employee meets the criteria of the Wellness Program. If an employee does not meet the requirements of the Wellness Program, they must pay a predetermined monthly sum toward their insurance premium. See Appendix B for additional information.

There shall be a sixty (60) day waiting period for coverage.

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

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

6.02 BENEFITS CONTINUATION (COBRA)

Policy last modified 1/12/21

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a health insurance program that allows an eligible employee and their dependents the continued benefits of health insurance coverage in the case that employee loses their job or experiences a reduction of work hours.

In the event of an employee's termination of employment (except for gross misconduct), or reduction from full-time to part-time employment, the employee, spouse, and dependent children are entitled by law to purchase continuing health care coverage under the County's group plan for up to 18 months. If the employee or any member is disabled, the disabled individual and non-disabled family members are entitled to an additional 11 months of continuation coverage.

In the event of an employee's death, divorce, or legal separation, or a retiree losing coverage under the County's group because of enrollment in Medicare, the spouse and dependent children of the employee or retiree have the option of purchasing continuing coverage under the County's group health plan for up to 36 months. If a dependent child loses coverage under the County's health plan because of age restrictions, the child can purchase continuing health care coverage under the County's plan for up to 36 months.

Employees or qualified beneficiaries electing COBRA coverage are responsible for paying the cost of the extended health care coverage. There is no waiting period, no exclusion for preexisting conditions, and no physical examination. Any amounts already paid toward deductibles and coinsurance during the current year count under the continuation policy.

In order for the County to meet its legal obligations in providing continuing health care coverage, all employees must inform the County Auditor's office within 30 days of a divorce or legal separation or when a child has reached the age restriction. It also is essential that the County Auditor's office has a current address for all employees and family members.

If an employee is unable to return to work following FMLA leave, if eligible, they will be offered COBRA at the employee's expense. Information on extension of benefits under COBRA is available in the County Auditor's office and may be obtained during the normal working hours for 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 Benefits Continuation for County Retirees

Pursuant to a Commissioners Court resolution dated April 1, 1997, individuals who retire from Angelina County and who are not yet 65 years of age may qualify for continued COBRA coverage beyond the time limits stated above. See the County's insurance plan document for definitions of terms and for and additional details.

Retiree Eligibility

A former covered employee of Angelina County remains eligible for the benefits plan as a retiree provided certain requirements are met. To qualify for retiree benefits, the former covered employee choosing retirement benefits must meet all of the following provisions:

1. Is under the age of sixty-five (65); and
2. Meets any of the criteria of (a) to (c) below; and
 - a. Was sixty (60) years of age at the time of retirement with eight (8) consecutive years of service; or
 - b. Whose age plus length of full-time service equals seventy-five (75) years; or
 - c. Has thirty (30) years of full-time employment at the time of retirement;
3. COBRA continuation coverage was exhausted; and
4. Continues to pay premiums in accordance with premium payment guidelines set forth in this policy and in accord with the County's insurance plan document.

Retiree Dependent Eligibility

Dependents of an eligible retiree remain eligible for the benefits plan provided the following requirements are met:

1. The employee and their dependents must have been covered under the COBRA continuation coverage when it was exhausted; and
2. Dependent spouse is under the age of sixty-five (65); and
3. Dependent children meet the dependent eligibility provisions of the County's insurance plan document.

When a former employee's retirement coverage terminates, any dependent's coverage under the retiree's dependent coverage also terminates at the same time.

Retiree Coverage Effective Date

The effective date of coverage for a retiree and their eligible dependents is the date the individual meets the eligibility requirements outlined in the retiree eligibility section provided a change form is completed on or before the date of eligibility or within thirty (30) days following the date of retiree eligibility.

Retiree Termination

Retiree coverage shall automatically terminate upon the earliest of the following dates: 1. The date the covered retiree attains the age of sixty-five (65); or

2. The date the retiree dies.

Dependent of Retiree Termination

The coverage for a dependent of the retiree shall automatically terminate immediately upon the earliest of the following dates:

1. The date the covered dependent spouse of a retiree attains the age of sixty-five (65); or
2. The date the covered dependent child of a retiree no longer meets the definition of an eligible dependent.

6.03 LIFE AND SUPPLEMENTAL INSURANCE

Policy last modified 1/12/21

Angelina County provides a limited amount of 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 County Auditor's office.

6.04 VACATION LEAVE

Policy last modified 1/12/21

The following employee classifications shall be eligible for the vacation benefit: regular full-time employees. All other employees will not be eligible.

Employees who have worked for less than one (1) year in a position eligible to receive vacation shall earn vacation at the rate of 1.5385 hours per biweekly pay period, which is equivalent to 40 hours per year.

Employees who have worked for more than one (1) year and one month but less than five (5) years in a position eligible to receive vacation shall accrue vacation at the rate of 3.0769 hours per biweekly pay period, which is equivalent to 80 hours per year.

Employees who have worked for more than five (5) years and one month but less than fifteen (15) years in a position eligible to receive vacation shall earn vacation at the rate of 4.6154 hours per biweekly pay period, which is equivalent to 120 hours per year.

Employees who have worked for more than fifteen (15) years and month day in a position eligible to receive vacation shall earn vacation at the rate of 6.1538 hours per biweekly pay period, which is equivalent to 160 hours per year.

Vacation leave accruals are summarized here:

<u>Years of Service</u>	<u>Annual Accrual</u>
$x < 1$	40 hours
$1 < x < 5$	80 hours
$5 < x < 15$	120 hours
$15 < x$	160 hours

Vacation shall not be accrued while an employee is on leave without pay. 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 year in such a position before being eligible to take any vacation leave.

There is no maximum amount of unused vacation an employee shall be allowed to accrue. However, Elected Officials, Appointed Officials, and/or Department Heads may have individual policies limiting the accrued vacation that may be carried over from year to year.

Scheduling of vacations shall be at the discretion of the individual Elected Officials, Appointed Officials, and/or Department Heads. Employees are encouraged to schedule vacations and to request leave from Elected Officials, Appointed Officials, and/or Department Heads well in advance, bearing in mind that vacation schedules must accommodate the County's ongoing

operations. Employees will be granted a vacation request on a “first come, first served” basis. If an Elected Official, Appointed Official, and/or Department Head receives two requests at approximately the same time for approximately the same time period, preference will be given to the request of the most senior employee. If a County-recognized holiday falls within an employee’s vacation, the holiday will not be charged as vacation.

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.

Employees shall not be allowed to receive pay for vacation in lieu of taking time off without approval of the Commissioners Court.

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. However, if an employee is on leave and then chooses to terminate employment with Angelina County, their maximum vacation accrual payout will be reduced by the vacation leave already taken.

In the event of death of an active employee, all unused vacation leave will be paid to the employee’s designee. When an employee leaves the service of the County upon valid retirement, they will be paid for all accrued but unused vacation leave up to 120 hours. Upon resignation or termination, they will be paid for all accrued but unused vacation leave up to 80 hours. Amounts paid will be calculated at the employee’s rate of pay in effect at the time of separation. An employee who leaves County employment during the first twelve (12) months of employment will not be paid for any vacation leave.

Vacation leave payout upon termination is summarized below:

<u>Reason for Separation</u>	<u>Maximum Vacation Leave Payout</u>
Death	All unused vacation leave
Retirement	Up to 120 hours
Termination w/ 1yr or more	Up to 80 hours
Termination w/ less than 1yr	None

Each employee shall be responsible for accurately recording all vacation time used on their time sheet.

6.05 SICK LEAVE

Policy last modified 1/12/21

The following employee classifications shall be eligible for the sick leave benefit: regular full-time employees. All other employees will not be eligible.

Eligible employees shall accrue sick leave at a rate of eight (8) hours per month. 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; however, sick leave may only be used once an individual has been employed by the County for at least 90 days.

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; 3) to attend to the illness or injury of a member of the employee's immediate family; and 4) other purposes explicitly permitted in this policy manual. For purposes of this policy, immediate family shall be defined as spouse, child, parent, foster child or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify their 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 their supervisor of the intent to use sick leave within 15 minutes of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify their supervisor as soon as is reasonably practicable. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify their supervisor of the anticipated length of absence. The employee will be placed on FMLA if both the event and the employee are 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 own illness or the illness of an immediate family member. Employees may be required to provide a physician's statement for those absences as required by their supervisor.

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 any other reason not addressed in this policy manual.

Any employee who completed one (1) year of employment without using sick leave may take one day off with pay during the following year with prior approval of his or her Elected Official, Appointed Official, and/or Department Head.

Elected Officials, Appointed Officials, and/or Department Heads reserve the right to request documentation substantiating the use of sick time, such as a doctor's note.

6.06 HOLIDAYS

Policy last modified 12/12/2023

The following employee classifications shall be eligible for the holiday benefit: regular full-time employees. All other employees will not be eligible.

Each year the Commissioners Court of Angelina County determines an official holiday schedule, which will be observed by all County departments and shall be with pay, unless otherwise specified by the Commissioners Court.

The list of official holidays generally includes the following days:

Usual County Holidays	Typical Dates
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Final Monday in May
Juneteenth	Observed on or near June 19
Independence Day	Observed on or near July 4
Labor Day	First Monday in September
Columbus Day	Observed on or near October 12
Veterans' Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas	Two Days
Floating Holiday	Employee Birthday

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

An eligible employee who does not work on a holiday shall receive eight hours of holiday pay at their regular hourly rate. An eligible employee who works on a holiday shall receive eight hours of holiday pay at their regular hourly rate in addition to the pay they shall receive for the hours they actually worked. The exception to this rule is the floating holiday for the employee's birthday. If the department head/elected official cannot let the employee take off on the actual day of their birthday, then it will be regular 8 hours of pay and they will observe their floating holiday within 30 days of their birthday. If the employee's floating holiday falls on a Saturday, the preceding Friday shall be observed. If the floating holiday falls on a Sunday, it will be observed the following Monday. If an employee's birthday falls on a scheduled holiday, then the employee will observe their floating holiday the day before or after that holiday.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Angelina County. Each supervisor is

responsible for granting this leave based on the needs of their individual departments. Vacation, compensatory time, or leave without pay may be used for special leave granted.

It shall be the policy of Angelina County not to accrue holiday hours (i.e., they may not be “banked” by employees for later use).

6.07 JURY DUTY

Policy last modified 1/12/21

All employees of Angelina 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. 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. Any fees paid for jury service may be kept by the employee.

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.

6.08 FUNERAL LEAVE (BEREAVEMENT)

Policy last modified 1/12/21

All employees may be allowed up to a total of five (5) days leave with pay for each death in their immediate family, as authorized by their Elected Official, Appointed Official, and/or Department Head. For purposes of this policy, immediate family shall include the employee's spouse and any of the following of either the employee or the employee's spouse: child, foster child, sibling or step-sibling, parent or step-parent, grandparent, and significant other.

All employees may be allowed up to a maximum of four (4) hours with pay, as authorized by their Elected Official, Appointed Official, and/or Department Head, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend.

If leave is needed beyond the limits set in this policy, it may be charged to available vacation, compensatory time, or leave without pay.

6.09 MILITARY LEAVE

Policy last modified 1/12/21

Angelina County complies with all guidelines of the Uniformed Services Employment and Reemployment Rights Act (USERRA) as it relates to the rights of employees or prospective employees because of past, present or future membership or application for membership in a uniformed service. Angelina County will follow the guidelines set forth in the USERRA with regard to requiring notice of military time to be served, authorizing military leave, insurance coverage and reemployment following completion of leave.

All Angelina 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 (i.e., the year ending September 30th) with pay to attend authorized training sessions and exercises. This leave of absence from the employee's respective duties will be without loss of time or vacation time or efficiency rating.

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 which fall within the employee's normal work schedule. An employee may use annual leave, earned compensatory time, or leave without pay if they must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen-day maximum.

An employee going on military leave shall provide his or her supervisor with a set of orders within three (3) business days after receiving them.

Angelina County will provide upon request of the employee a statement that contains the number of workdays used for military leave in the fiscal year as well as a statement of the number of workdays left for use during the fiscal year.

Angelina 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 state and federal laws in effect at the time of their release from duty.

6.10 RETIREMENT

Policy last modified 1/12/21

Retirement with Angelina County shall be governed by state and federal laws and regulations.

Should they elect to do so, each person who is a regular full-time or part-time employee or a person regularly engaged in the performance of the duties of an elected or appointed office of Angelina County shall become a member of the retirement system upon the first day of the month following the date of employment. All other employees are not eligible.

All regular full-time and part-time employees shall be eligible for the retirement benefit offered through the Texas County and District Retirement System (TCDRS). Should they elect to do so, eligible employees shall make contributions to the retirement program through a system of payroll deductions. Angelina County shall make a contribution to each eligible employee's retirement account according to requirements of TCDRS. Information on the retirement program may be obtained at the County Auditor's office during the normal working hours for that office.

The employee contribution to TCDRS is a percentage of the employee's gross salary, which is deducted from the employee's pay check and is matched with County funds. This percentage is set by the Commissioners Court. The matching funds applied by the County to the employee's retirement are determined by the Commissioners Court. The current amount of the percentage match is available from the County Auditor's office.

A "retiree" means a covered employee who is eligible for retirement under the TCDRS.

The criteria of eligibility established by TCDRS include the following:

1. "Rule of 75" requirement where combined years of service and years of age (with a minimum of eight years of service) must add up to equal at least 75, or
2. Age 60 plus 8 years of service, or
3. Any age plus 30 years of service.

The guidelines to qualify for retirement in force at the time of the covered employee's retirement shall apply. Once an employee retires, they will no longer be covered by the County's insurance programs as they are no longer active employees. Retirees may choose coverage provided under COBRA; however, COBRA coverage lasts only for a period of eighteen months.

Should an employee leave the employment of the County prior to qualifying for retirement benefits, that employee shall have the right to apply for a refund of the employee's contribution to the system along with interest earned on their contribution. Interest is not earned until after one full year of participation in TCDRS. Should the employee withdraw from the system, the employee shall not be entitled to the County's portion contributed to the system on their behalf. For further information on TCDRS, please refer to the Texas County and District Retirement Handbook. An employee's Elected Official, Appointed Official, and/or Department Head may have a handbook or can assist in providing one to them. Members eligible for retirement may contact the County Auditor's office for forms and instructions.

Pursuant to a Commissioners Court resolution dated April 1, 1997, individuals who retire from Angelina County and who are not yet 65 years of age may qualify for COBRA insurance coverage that extends beyond the typical time limitations. Refer to policy 6.02 Benefits Continuation (COBRA) for more information.

6.11 SOCIAL SECURITY / MEDICARE

Policy last modified 1/12/21

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.

6.12 FAMILY MEDICAL LEAVE ACT / MILITARY FAMILY LEAVE (FMLA / MFL)

Policy last modified 1/12/21

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

- The basic 12-week FMLA entitlement; and
- The Military Family Leave (MFL) entitlement described in this policy.

Eligibility

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

1. Have worked for Angelina County 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.

An employee with any questions about their eligibility for FMLA leave should contact the County Auditor's office for more information.

Qualifying Events

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

1. The birth of a child and in order 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 selfcare due to a disability), or parent with a serious health condition;
4. The serious health condition of the employee that make 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 serious 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 serious injury or illness and who was a member of the Armed Forces (Regular, Reserve or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

Serious Health Condition

A serious health condition of the employee 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 of a spouse, child, or parent is defined as a condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility, or a condition that requires continuing care by a licensed health care provider.

A serious health condition involving continuing treatment by a health care 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 first seven days of incapacity that 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 chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time.
4. Any period of incapacity that is permanent or long-term due to a condition for which treatment is not effective.
5. Any period of incapacity or absence to receive multiple treatments by a health care provider.

Qualifying Exigency Leave

Eligible employees may take FMLA / MFL exigency leave when an employee's covered military member (spouse, child of any age or parent) is on active duty or called to active duty status in a foreign country. Leave may be taken to:

- Address any issue that arises because the covered military member was given seven or fewer days' notice for active duty deployment in support of a contingency operation. Eligible employee may take up to seven days beginning on the date the covered military member receives the call or order to active duty.
- Attend any official ceremony, program or event sponsored by the military that is related to the active duty or call to active duty status in a foreign country of a covered military member.
- Attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status in a foreign country of a covered military member.

- Arrange for alternative childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member.
- Make or update financial or legal arrangements to address the covered member's absence while on active duty or call to active duty status in a foreign country.
- Act as the covered military member's representative before a governmental agency to obtain, arrange or appeal military service benefits while the covered military member is on active duty or call to active duty status in a foreign country, for a period of 90 days following the termination of the covered member's active duty status.
- Attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child if the need for counseling arises from the active duty status or call to active duty status in a foreign country of a covered military member.
- For a maximum of 15 days each occurrence, to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during leave during the period of deployment.
- Attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.
- Address issues that arise from the death of a covered military member while on active duty status in a foreign country;
- Conduct certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.
- Address any other additional events that may arise out of the covered military member's active duty or call to active duty status in a foreign country if the County agrees the leave qualifies as an exigency and to both the timing and the duration of the leave.

Length of Leave

An employee may use up to 12 weeks' leave per 12-month period under this policy. Angelina County sets the 12-month period used under this policy as a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

A married couple who both work for the County is entitled to a maximum combined leave of 12 weeks in any 12-month period for the birth or 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 serious injury or illness.

An eligible employee is entitled up to 26 weeks of leave to care for a covered service member or covered veteran with a serious injury or illness during a single 12-month period:

1. The single 12-month period begins on the first day the eligible employee takes FMLA to care for covered service member or covered veteran and ends 12 months after that date.

2. An employee forfeits unused leave under this section if the eligible employee does not take all of their 26 weeks during this 12-month period to care for the covered service member or covered veteran is forfeited;
3. Leave entitlement under this section is applied on a per-injury basis. An eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different covered service member or veteran or to care for the same covered service member or veteran with a subsequent serious illness or injury. An employee may not take more than 26 weeks in any single 12-month period.

Work-Related Injury

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

Paid and Unpaid Leave

If an employee has accrued leave, the employee is required to use his or her accrued leave as follows: Employees out on leave under this policy must first use their accrued sick time until none remains, followed by their accrued vacation time until none remains, followed by their accrued compensatory time until none remains. The remainder of the leave shall be unpaid.

An employee taking leave because of their own serious health condition, or the serious health condition of an eligible family member is required to use their accrued sick time, then their accrued vacation time, then their accrued compensatory time with the remainder of the 12-week leave period being unpaid leave.

An employee taking leave for the birth of a child is required to their accrued sick time, then their accrued vacation time, then their accrued compensatory time for the recovery period after the birth of the child and before being placed on unpaid leave.

After the recovery period from the birth of a child, an employee is required to first use their accrued sick time, then their accrued vacation time, then their accrued compensatory time with the remainder of the 12-week leave period being unpaid leave.

An employee taking leave for the placement of a child in the employee's home for adoption or foster care is required to use their accrued sick time, then their accrued vacation time, then their accrued compensatory time with the remainder of the 12-week leave period being unpaid leave.

An employee taking leave for a qualifying exigency for a covered military member is required to use their accrued sick time, then their accrued vacation time, then their accrued compensatory time with the remainder of the 12-week leave period being unpaid leave.

An employee taking leave for the care of a covered service member or veteran is required to first use their accrued sick time, then their accrued vacation time, then their accrued compensatory time with the remainder of the 26-week leave period being unpaid leave.

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

Continued Employee Benefits

While an employee is on leave under this policy, the County will continue to pay the employee's medical plan premium at the same rate as if the employee had been actively at work. The employee is required to pay for dependent coverage and for any other coverage for which the employee would normally pay, 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 is required to pay for premiums due to the County no later than 30 days after the date of the pay period in which the premium comes due. The County may cancel unpaid coverage by providing the employee advance written notice, not less than 15 days before the coverage will be cancelled 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 offered COBRA, at their own expense, if they are unable to return to work.

Intermittent Leave and Reduced Schedule

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

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

All work time missed as the result of 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 a single 12-month period.

Certification Requirements

Angelina County has the right to ask for certification of the serious health condition of the employee or the employee's eligible family member when the employee requests or is using leave under this policy.

The County may send a request for medical certification to 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 his or her physician complete and return the medical certification 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 of the request. If an employee does not provide certification or otherwise respond, the County may deny leave under this policy.

An employee may be required to provide certification of his or her serious health condition of the employee by having the employee's treating health care provider complete and submit an FMLA Form WH-380-E. Also included with this form is the Genetic Information Non-Discrimination statement to be given to any and all health care providers.

An employee may be required to provide certification of the serious health condition of an eligible family member by having the family member's treating health care provider complete and submit an FMLA Form WH-380-F. Also included with this form is the Genetic Information Non-Discrimination statement to be given to any and all health care providers.

An employee may be required to provide certification for leave taken because of a qualifying exigency by having the employee complete and submit an FMLA Form WH384.

An employee may be required to provide certification for leave taken for a serious injury or illness of a covered military member or veteran by having the member's or veteran's Department of Defense treating health care provider complete and submit an FMLA Form WH-385. The employee may also be required to provide the County with confirmation of the family or next of kin relationship to the seriously injured or ill covered military member or veteran.

If an employee requests intermittent leave or a reduced work schedule, 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 his or her bedside.

If there is a conflict between the certification submitted by the employee and the second certification obtained by the County, the County may require a third certification, at the expense of the County, from a health care 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 leave under this policy is unforeseeable, an employee is required to submit a written request for leave under this policy to his or her immediate supervisor.

Where reasonably practicable, an employee should give his or her immediate supervisor a minimum of 30-days' notice before beginning leave under this policy. Where it is not reasonably practicable to give 30-days' notice, the employee is required to give as much notice as possible.

Reinstatement

An employee returning from leave under this policy, and who has not exceeded the 12week 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 held before going on leave.

If an employee is placed in a different position, it will be one with equivalent status, pay, benefits, and other employment terms and 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 because of 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 his or her 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 who is out on approved FMLA leave may not take trips outside of the County unless the travel is related to the employee's own serious health condition, the serious health condition of the child, spouse or parent of the employee or to attend qualifying military events. An employee

may ask his or her immediate supervisor for written permission to take other trips outside of the County which may be granted at the supervisor' sole discretion.

If the County has a policy forbidding employees from working other jobs, an employee on approved FMLA leave may also be forbidden from working another job while on 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 may be 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 may 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 of medical leave rights.

6.13 LEAVE OF ABSENCE - OTHER

Policy last modified 1/12/21

Employees may request a personal leave of absence to a maximum of ten (10) days. Personal leaves of absence may include reasons such as 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, and/or Department Head. Employees on personal leaves of absence are converted to an inactive status and do not accrue any benefits. Employees may continue the County health plan, but they are responsible for the entire premium, which includes both their portion and the County portion. The employee must pay for the premium on the first of each month, and 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.

6.14 TIME OFF TO VOTE

Policy last modified 1/12/21

Angelina County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If, however, employees are unable to vote in an election during their non-working hours, Angelina County will grant up to two hours of paid time off to vote as required by Texas Election Code §276.004.

Employees should request time off to vote from their supervisor at least two working days prior to the election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their supervisor on the first working day following the election to qualify for paid time off.

In accord with Texas Election Code §276.004, the County is not required to provide a paid break for voting if an employee has two hours of consecutive non-work hours available while polls are open.

6.15 SICK LEAVE POOL

Policy last modified 1/12/21

Purpose

The Angelina County Commissioners Court approved the establishment of the sick leave pool program within the County to allow an employee to voluntarily transfer sick leave time earned by the employee to a County sick leave pool (LGC §157.072(a)).

Scope

The Angelina County sick leave pool is designed to provide additional sick leave hours to an eligible employee who has, because of a catastrophic injury or illness, exhausted all his/her accrued paid leave and compensatory time to which the employee is otherwise entitled (LGC §175.075).

Definitions

“Administrator” means the person designated by the Angelina County Commissioners Court to administer the County’s sick leave pool program (LGC §157.071(1)).

“Sick Pool Review Panel” means the panel that consists of the Administrator, the County Auditor or designee, and the County Attorney or designee. The panel serves to review any cases that may require additional consideration or those the Administrator intends to deny.

“Employee” means a County employee with twelve (12) or more months of continuous employment in a full-time position with the County (LGC §175.071(2)).

“Catastrophic injury or illness” means a severe personal illness, injury or physical or mental condition suffered by the employee that involves continued treatment by a medical care provider for chronic or long-term medical conditions that are incurable or so serious that the employee has been absent from his/her place of work on paid leave, compensatory time, or leave without pay for a period of five (5) consecutive working days due to the catastrophic injury or illness (LGC §157.073(c)).

Catastrophic Injuries and Illnesses

The Angelina County Commissioners Court has express authority to determine which injuries and illnesses are classified as “catastrophic” (LGC §157.073(c)).

Examples of injuries and illnesses generally considered severe enough to be catastrophic may include, but are not limited to:

- Stroke with residual paralysis or weakness

- Incapacity due to complications from pregnancy or childbirth
- Major surgery, such as hysterectomy, mastectomy, heart bypass, etc.
- Cancer and related treatment
- Broken hip or hip replacement
- Potentially life-threatening illness or complications (e.g., hepatitis, ebola, etc.)

For the purposes of this policy, examples of injuries and illnesses not classified as catastrophic may include, but are not limited to:

- Elective surgery
- Broken bones
- Routine allergies and respiratory illnesses
- Pregnancy and delivery with minor or no complications

Administration of the County Sick Leave Pool

Administrator and Duties

The County Judge shall be responsible for administration of the sick leave pool.

Responsibilities include:

- Development and maintenance of the sick leave pool policy
- Development and maintenance of the sick leave pool procedures, forms, and other materials
- Adhering to the Texas Local Government Code regarding employee contributions and requests for withdrawals to/from the sick leave pool
- Maintenance of the sick leave pool balance
- Preparing the required informational reports for the Commissioners Court
- Informing applicants in writing whether their request has been approved or denied
- Calling meetings of the Sick Pool Review Panel, when necessary

Pool Membership

In order to become a member of the Angelina County sick leave pool, an employee shall contribute a minimum of eight (8) hours of accrued sick leave when they first join and a minimum of eight (8) hours each year after in order to maintain eligibility (LGC §157.073(a)(1)-(2)).

Contributions to the Pool

All contributions to the sick leave pool are strictly voluntary.

Yearly enrollment occurs each year from January 1 to January 31. No contributions for the year are allowed after January 31, with the exception of contributions made by employees at the time they either retire or leave the employment of Angelina County.

An employee may contribute a minimum of eight (8) hours up to a maximum of forty (40) hours of accrued sick leave each year. However, contribution to the sick pool must not cause an employee to show less than 40 hours of accrued sick leave remaining in their balance (i.e., an employee must be able to keep at least 40 hours of sick time for their use).

If an employee retires or terminates employment with the County, they may contribute up to a maximum of eighty (80) hours of accrued sick leave at the time of their departure. Departing employees shall be given the necessary paperwork to make a donation to the sick leave pool if they so choose.

Contributions to the sick leave pool are made using a completed Sick Leave Pool Donation Request form that shall be submitted to the Administrator before or on January 31. This form may be obtained from the Administrator. It is recommended that employees keep a copy of the completed donation form for themselves.

The County Auditor's office will provide to the Administrator a list of current employees and their accrued sick leave balances as of January 31, allowing the Administrator to approve or deny contribution requests using the established criteria (i.e., full-time employee for one year or more with available sick leave to contribute). Once a decision has been made on each contribution request, the Administrator shall prepare a list of the year's sick leave pool members and the hours each member is contributing and shall provide this to all members of the Review Panel within five business days following January 31.

Time donated to the sick leave pool will not reflect as "sick days used" on personnel attendance records.

Employees may not designate a particular employee as the recipient of their donated time.

Time donated to the sick leave pool becomes the property of the Angelina County sick leave pool. All donations will remain in force and cannot be returned under any circumstances.

Sick pool leave and FMLA leave will run concurrently when the employee is eligible for both.

The County shall continue to pay for the employee's medical and basic term life insurance coverage while they are using sick leave pool time.

Requesting Leave from Pool

An employee who meets the eligibility requirements outlined above will be considered eligible to receive sick pool leave (see "Pool Membership" above).

A request for sick pool leave must be submitted to the Administrator in writing using the prescribed forms. Requests are generally not submitted until an employee is close to exhausting all

accumulated paid leave and compensatory time. The Administrator must act on all requests within five (5) business days from the time the request is received.

To apply for use of sick time from the sick leave pool, an eligible employee must complete both a Withdrawal Application form and a Statement of Illness/Injury form and submit the completed forms to the Administrator. If an eligible employee is critically ill or otherwise unable to file an application for sick leave from the pool, a representative may submit the application on their behalf. The Withdrawal Application has spaces for the signature of the employee (or representative) and their supervisor or designee, and the form must be presented to the employee's supervisor or supervisor's designee before it is sent on to the Administrator. The statement of Illness/Injury form must be completed by both the employee (or representative) and a physician or other licensed medical practitioner.

The Administrator may require the employee to provide additional information or documentation to determine whether to approve a request for withdrawal of sick pool leave.

All documents submitted to the Administrator for the purpose of evaluating eligibility for sick pool leave are confidential and will be maintained as such in the Administrator's files.

If the Administrator determines an employee is eligible to receive leave from the sick leave pool, the Administrator shall request the transfer of time from the pool to the employee. The Administrator shall communicate this decision to the office of the County Auditor and the employee's supervisor in writing. The time credited to the employee may be used in the same manner as accrued sick leave (LGC §157.075(b)).

The maximum amount of time granted each year to an employee will not exceed the lesser of a third (1/3) of the total amount of time in the sick leave pool or 90 days (720 hours).

Sick leave will not be granted when an employee is receiving workers compensation or long-term disability benefits.

When an employee is being paid from the sick leave pool, the Elected Official, Appointed Official, and/or Department Head or their designee shall complete a time sheet for the employee, charging the employee's time to the appropriate payroll code for sick leave pool leave.

Reasons Why Requests May be Denied

The Administrator will notify the employee in writing as to whether the use of sick pool leave is approved or denied. If denied, the reason or the denial will be indicated.

Reasons why use of sick pool leave may be denied include, but are not limited to, the following:

- Employee has not been continuously employed with Angelina County for at least twelve (12) months
- Employee has allowed membership in the sick pool to lapse

- Employee has not been absent for a period of five (5) consecutive working days due to the catastrophic event
- Employee still has accrued time in their paid leave and compensatory time balance
- Employee has not suffered a catastrophic injury or illness as specified in this policy
- Employee has already used the maximum sick leave pool leave allowable for the current year
- The injury, illness, or condition was obtained in the course of employment with an organization other than Angelina County
- Employee was injured in the course of Angelina County employment and is currently receiving workers compensation benefits
- Employee is currently receiving long-term disability benefits
- Insufficient leave time is available in the sick leave pool
- Suspected or known abuse of the policy

Sick Pool Review Panel

In the case that the Administrator determines a request for sick pool leave may not meet the established criteria and thus may be denied, they shall call a meeting of the Sick Pool Review Panel. During the meeting of the Review Panel, the Administrator shall present all relevant information in the case. Upon review of the information provided, the Review Panel will determine whether to approve or deny the request by a majority vote. The decision of the Review Panel is final. Once a decision has been reached, the Administrator will notify the employee in writing as to whether the use of sick pool leave is approved or denied.

Leave Granted

Sick pool leave that was granted but unused will revert to the pool in the event of:

1. Employee's return to work in a full-duty status; or
2. Employee's return to work in a modified-duty status; or 3. Employee's non-disability or disability retirement; or
4. Employee's death.

Use of sick pool leave is not intended for postponing retirement or separation from County employment.

An employee absent on sick pool leave is treated for all purposes as if they are absent on earned sick leave and will continue to accrue vacation leave, sick leave, and longevity, provided the employee returns to work following the sick pool leave.

The estate of a deceased employee is not entitled to payment for unused sick pool leave transferred to the employee from the Angelina County sick leave pool.

Abuse

Any employee found to be abusing this policy (e.g., reporting a false injury or illness or not returning to work when they are able, disregarding the physician's instructions) is subject to discipline, up to and including discharge.

An employee may not perform any outside work or engage in any extra duty employment on the same calendar day(s) that they are paid with hours from the sick leave pool.

Informational Reports

The sick pool Administrator will maintain a confidential record of all sick leave pool records and shall prepare and submit a quarterly report to the Commissioners Court. The quarterly report will include the total number of hours donated for the year during the enrollment period, and for the year-to-date: the number of hours awarded, the number of hours actually used, and the number of hours returned to the pool. The report shall also include information on the total number of requests for sick pool leave received, the total number of requests approved, and the total number of requests denied.

Rights and Liability

Membership in the sick leave pool is voluntary and members agree that Angelina County and its employees are not subject to liability based upon the decision of the Administrator or committee. The Angelina County Commissioners Court may terminate the sick pool program at any time and for any reason.

Members agree to limit the liability of Angelina County for all claims, losses, costs, and/or damages of any nature whatsoever from any cause related to the decisions of the Administrator or committee, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of Angelina County to the member shall not exceed compensation equal to the total number of hours donated to the pool by the member making any such claim for the calendar year in question.

(Cf. LGC §157 subchapter E "Pooling of Sick Leave by County Employees")

Refer to the Sick Pool forms included in Appendix B.

6.16 DISCRETIONARY LEAVE

Policy last modified 5/9/23

At the direction of the County Judge or the Commissioners Court, the decision was made to end Angelina County employees paid discretionary leave except for peace officers, detention officers, and emergency medical technicians employed by Angelina County.

6.17 PAID QUARANTINE LEAVE FOR PEACE OFFICERS, DETENTION OFFICERS, EMERGENCY MEDICAL TECHNICIANS AND FIRE FIGHTERS

Policy last modified 10/5/21

Angelina County shall provide paid quarantine leave for fire fighters, peace officers, detention officers, and emergency medical technicians employed by Angelina 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 fire fighters, peace officers, detention officers and emergency medical technicians, as defined by this policy, who are employed by, appointed to or elected to their position.

"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 who is certified as an emergency medical technician under Chapter 773, Health and Safety Code; and employed by the county.

"Fire fighter" 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 who is legally qualified to practice medicine in the state and a resident of the state. They must take an official oath and file with the department. For counties that do not establish a local health department or public health district, they 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, who is 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.

An eligible employee requesting reimbursement for reasonable costs related to the quarantine shall submit the request in writing, along with all receipts, invoices and other supporting documentation, to the employee's department head for approval. Reimbursement payments to

the employee will, thereafter, be made only upon both a written approval of the payment by the department head and a determination by the county auditor's office that the requested costs qualify for reimbursement under the terms of this personnel policy. Eligible employees shall not be reimbursed for any quarantine costs covered by medical insurance, worker's compensation benefits or other employee benefit received as a result of the employee's employment with Angelina County.

Off duty exposures will not be covered under this policy. However, off duty exposures may in some cases qualify for coverage under the county's Discretionary Leave Policy contained in Section 6.16 of the Angelina County Employee Handbook.

APPENDIX A: FORMS / INFORMATION FOR SUPERVISORS

JOB DESCRIPTIONS CHECKLIST

Last modified 1/12/21

As an Elected Official, Appointed Official, and/or Department Head, it is your duty to ensure every role under your supervision has a written job description in order to help the County comply with applicable labor laws.

The following checklist is designed to help accomplish this goal.

- A written job description exists for every job under my supervision.
- The job description has been updated within the last two years.
- The job title is accurate and is not inflated.
- The Fair Labor Standards Act (FLSA) status is included (i.e., exempt or nonexempt).
- The essential job duties are clearly defined and are separated from all other duties.
- Any educational requirements are accurate are not inflated.
- Any job qualifications and skills included are accurate and are not inflated.
- Any physical requirements for each essential duty are clearly described.
- The working conditions or special conditions are properly identified.
- The employee has signed the job description signifying they can complete all essential functions and physical requirements.

NEW HIRES PROCESSING CHECKLIST

Last modified 1/12/21

Before the Start Date

- Confirm the start date, place, time, dress code, etc.

- Ensure the employee has an appointment to do new hire paperwork in the County Auditor's office on or before their first day.
- Have necessary supplies prepared (e.g., phone, calendar, computer, keys, etc.).
- Arrange any necessary meeting with people the new employee will need to meet in their first weeks.

On the First Day

- Welcome the new hire, introduce them to other employees, and orient them with areas for breaks, lunch, restroom, etc.
- Ensure the new hire receives a County employee handbook. They will be required to sign a document indicating they have read and have understood the County's policies.
- Ensure the new hire understands the process for recording timekeeping and for requesting leave for sickness, vacation, emergencies, etc.
- Send the new hire to their appointment in the County Auditor's office to process paperwork, such as insurance documents, Form I-9, Form W-4, direct deposit, etc.
 - Form I-9 can be completed prior to the first day, but per federal law it absolutely MUST be completed and signed by the end of the employee's first day or else the County faces a monetary fine per each late Form I-9.
 - The new hire will need to bring a voided check to be set up for direct deposit.
 - The new hire will need to have names, social security numbers, and dates of birth for all beneficiaries for life insurance and retirement benefits.
 - The new hire will need to bring names, social security numbers, and dates of birth for any dependents they wish to add to their insurance.

During the First Week

- Review the department's chain of command / organizational chart.
- Verify the employee's computer functions and that they have access to needed programs, websites, email, etc.
- Explain your work style and allow the employee time to ask questions and discuss training opportunities/scheduling.

EMPLOYEE EVALUATION FORM

Last modified 1/12/21

Employee Evaluation

Employee Information

Name	Employee ID
Job Title	Date
Department	Manager
Review Period	

Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

Evaluation

ADDITIONAL COMMENTS

GOALS
(as agreed upon by employee
and manager)

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Manager Signature	Date

It is recommended that documentation be on file to substantiate any negative feedback from employers.

PRE-TERMINATION CHECKLIST

Last modified 1/12/21

Before terminating an employee, go through this checklist to reduce the risk of litigation.

- I have well-publicized rules of conduct, and I have made my expectations wellknown. This includes the County-wide policies (i.e., the County’s employee handbook) as well as my own departmental policies.
- I have communicated performance expectations in writing, and I have been honest, fair, and concise. I have not over-evaluated “favorites” or underevaluated others.
- I have been candid when communicating to the employee on their day-to-day performance and have let them frequently know how they are doing.
- I have been uniform and consistent in the application of standards and rules and have effectively monitored the employee’s performance and behavior.
- I have documented all of my actions. If an infraction occurred:
 1. I recorded the nature of the infraction,
 2. when the employee was told,
 3. how the employee was told,
 4. what corrections I specified,
 5. the employee was given a timeframe for improvement, 6. the employee signed and acknowledged the warning, and
 7. the employee received a copy of the documentation.
- I followed up immediately if misbehavior continued. I did not procrastinate. If there were allegations of misconduct, I did a complete investigation.
- I have taken prompt action on disciplinary and performance problems.
- I have appropriately used progressive discipline, when possible. I counseled the employee when performance or behavior was substandard.
- I have had another manager or legal counsel review my basis for significant employment decisions.
- I know in advance when, where, and how I will terminate employment so that it will be done in person, in private, and timed to avoid unnecessary embarrassment.
- I will involve other personnel only as needed. I will not involve everyone in the office, and I will not use one person as an example to others.

APPENDIX B: FORMS / INFORMATION FOR ALL PERSONNEL

TIME OFF REQUEST FORM

Last modified 1/12/21

Staff members, please complete the top section of the form and submit to your supervisor for approval. Forms should be submitted at earliest possible date.

Name: _____

REASON	DATE(S)	# OF DAYS	# OF HOURS
<input type="checkbox"/> Vacation	_____	_____	_____
<input type="checkbox"/> Sick Leave*	_____	_____	_____
<input type="checkbox"/> Comp Leave	_____	_____	_____
<input type="checkbox"/> Bereavement Leave	_____	_____	_____
<input type="checkbox"/> Other (explain below) _____	_____	_____	_____

Comments/Further Explanation (when required): _____

* It is recognized that sickness is not planned and sick leave cannot be requested in advance. When unable to work due to illness, please notify your supervisor and submit the request form as soon as you return to work.

Employee Signature: _____ Date: _____

SUPERVISOR'S RECOMMENDATION

COMMENTS:

- Approved _____
- Approved with following modification _____
- Denied for following reason _____

Supervisor Signature: _____ Date: _____

TRAVEL REIMBURSEMENT FORM

Last modified 6/22/21

Name: _____ Department: _____

Date Departed: _____ Return Date: _____

Time Departed: _____ Time Returned: _____

Departed From: _____ Destination: _____

Purpose of Trip: _____

Signature/Title _____

Approved by/Title _____

Date _____

Date _____

	# of Item(s)	\$ per Item		TOTAL (A)	COUNTY CREDIT CARD (B)
HOTELS*			=		*
AIRFARE*			=		*

PARKING*			=		*
MILEAGE*		\$.56 per mile	=		*
FUEL/GAS*			=		*
BREAKFAST		\$15 per meal	=		
LUNCH		\$15 per meal	=		
DINNER		\$20 per meal	=		
TOTAL EXPENSES LESS ADVANCES			=		
CASH					
CC CHARGES (COL. B SUM)					
BALANCE DUE (COUNTY) ME					
*Requires documentation to be attached.					

THIS FORM IS AVAILABLE IN A SPREADSHEET FORMAT.

WORKERS COMPENSATION CLAIMS

Last modified 1/12/21

All regular full-time Angelina County employees are covered by workers compensation coverage while on duty for the County. Workers compensation coverage pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of his/her job. Workers compensation also pays Temporary Income Benefits (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work-related injuries or illnesses.

Any employee who suffers a job-related illness or injury is required to 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.

To file a workers compensation claim, complete DWC Form-041 available from the Texas Department of Insurance.

Inform your supervisor and the County Auditor's office if you intend to file a claim for workers compensation.

An electronic edition is available at the following url:

<https://www.tdi.texas.gov/forms/dwc/dwc041firstprt.pdf>

Texas Department Of Insurance
Division of Workers' Compensation
Records Processing
7551 Metro Center Dr., Ste. 100 • MS-94
Austin, TX 78744-1509
(800) 252-7031 (512) 934-4376 fax www.tdi.texas.gov

DWC Claim# _____
Carrier Claim# _____
e- Send the completed form to this address.

Employee's Claim for Compensation for a Work-Related Injury or Occupational Disease (DWC Form-041)
Claim for workers' compensation must be filed by the injured employee or by a person acting on the injured employee's behalf within one year of the date of injury or within one year from the date the injured employee knew or should have known the injury or disease may be work-related.

I. INJURED EMPLOYEE INFORMATION

Name (First, Middle, Last) _____ Social Security Number _____ Date of birth (mm / dd / yyyy) _____
Address (street, city/town, state, zip code, county, country) _____
Phone Number _____ E-Mail address _____ Sex Male Female
Race / Ethnicity White, not of Hispanic Origin Black, not of Hispanic Origin Hispanic Asian or Pacific Islander
Do you speak English? Yes No If no, specify language _____
Marital status Married Widowed Separated Single Divorced
Do you have an attorney or other representation? Yes No If yes, name of representative _____
Have you returned to work? Yes No If returned to work, date returned (mm/dd/yyyy) _____ Work status Regular Restricted
Occupation at time of injury _____ Date of hire (mm / dd / yyyy) _____
Hired or recruited in Texas Yes No Pre-tax wages (at the time of injury) \$ _____ hourly weekly monthly

II. INJURY INFORMATION

I am reporting an injury or occupational disease Date of injury (mm / dd / yyyy) _____ Time of injury _____
First work day missed (mm / dd / yyyy) _____ Date injury was reported to the employer (mm / dd / yyyy) _____
Where did the injury occur? County _____ State _____ Country _____
If accident occurred outside of Texas, on what date did you leave Texas? (mm/dd/yyyy) _____
Witness(es) to the injury (list by name) _____
Describe cause of injury or occupational disease, including how it is work related _____
Body part(s) affected by the injury _____
If injury is the result of an occupational disease:
1. On what date was the employee last exposed to the cause of the occupational disease? (mm / dd / yyyy) _____
2. When did you first know occupational disease was work related? (mm / dd / yyyy) _____

III. EMPLOYER INFORMATION (at the time of injury)

Employer name _____ Employer address (street, city/town, state, zip code, county, country) _____
Employer phone number _____ Supervisor name _____

IV. DOCTOR INFORMATION

Name of treating doctor _____ Phone number _____
Address (street, city/town, state, zip code) _____
Name of workers' compensation health care network, if any _____

Signature of injured employee or person filling out this form on behalf of injured employee _____ Date _____
Printed name of injured employee or person filling out form on behalf of injured employee _____

DWC041 Rev. 0307 Page 1 of 1

FMLA AND MLA LEAVE PROCESS AND FORMS

Last modified 1/12/21

Am I eligible for FMLA leave?

You are eligible for FMLA leave if:

- You have worked for Angelina County for at least twelve months, AND
- You have worked at least 1250 hours in the last 12 months

Under what circumstances can I take FMLA leave?

You may take FMLA leave to care for your spouse, child or parent who has a serious health condition, or when you are unable to work because of your own serious health condition.

The most common serious health conditions that qualify for FMLA leave are:

1. conditions requiring an overnight stay in a hospital or other medical care facility;
2. conditions that incapacitate you or your family member (e.g., unable to work or attend school) for more than three consecutive days and require ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
3. chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
4. pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest) and baby bonding time.

The FMLA also provides certain military family leave entitlements. You may take FMLA leave for specified reasons related to certain military deployments. Additionally, you may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

How do I request FMLA leave?

To take FMLA leave, you must provide your employer with appropriate notice—either written or oral. You must follow your employer’s usual notice or call-in procedures unless you are unable to do so (e.g., if you are receiving emergency medical care).

If you know in advance that you will need FMLA leave (e.g., if you are planning to have surgery or you are pregnant), you must give your employer at least 30 days notice.

If you learn of your need for leave less than 30 days in advance, you must give your employer notice as soon as you can (e.g., either the day you learn of the need or the next work day).

When you need FMLA leave unexpectedly (e.g., if a family member is injured in an accident), you **MUST** inform your employer as soon as you can.

While you do not have to specifically ask for FMLA leave for your first leave request, you do need to provide enough information so your employer is aware it may be covered by the FMLA.

Once a condition has been approved for FMLA leave and you need additional leave for that condition (e.g., recurring migraines or physical therapy appointments), your request must mention that condition or your need for FMLA leave. If you don’t give your employer enough information to know that your leave may be covered by the FMLA, your leave may not be protected. You do

not have to tell your employer your diagnosis, but you do need to provide information indicating that your leave is due to an FMLA protected condition (e.g., stating that you have been to the doctor and have been told to stay home for four days).

Communication with Your Employer

Ongoing communication between you and your employer will make the FMLA process run much more smoothly. Each of you has to follow guidelines about notifying the other when FMLA leave is being used.

You will need to inform your employer if your need for FMLA leave changes while you are out (e.g., if your doctor determines that you can return to work earlier than expected). Your employer may also require you to provide periodic updates on your status and your intent to return to work.

Within five business days of your first leave request, your employer must provide you with an Eligibility Notice indicating whether you are eligible for FMLA leave. If the employer says that you are not eligible, it has to state at least one reason why you are not eligible (e.g., you have not worked for the employer for a total of 12 months).

At the same time that your employer gives you an Eligibility Notice, it must also give you a Notice of Your Rights and Responsibilities under the FMLA. This notice must include all of the following:

- A definition of the 12-month period the employer uses to keep track of FMLA usage. For Angelina County, it is a rolling 12-month period measured backward from the date you use FMLA leave. You need to know which way your employer measures the 12-month window so that you can be sure of how much FMLA leave you have available when you need it.
- Whether you will be required to provide medical certification from a health care provider.
- Your right to use paid leave.
- Whether your employer will require you to use your paid leave.
- Your right to maintain your health benefits and whether you will be required to make premium payments.
- Your right to return to your job at the end of your FMLA leave. The consequences of failing to meet your obligations.

When your employer has the information necessary to determine if your leave is FMLA protected, it must notify you whether the leave will be designated as FMLA leave and, if possible, how much leave will be counted against your FMLA entitlement. If your employer determines that your leave is not covered by FMLA, it must notify you of that determination.

Returning to Work

When you return to work, the FMLA requires that your employer return you to the same job that you left or one that is nearly identical. If you are not returned to the exact same job, the new position must:

- involve the same or substantially similar duties, responsibilities, and status;
- include the same general level of skill, effort, responsibility and authority;
- offer identical pay, including equivalent premium pay, overtime and bonus opportunities;
- offer identical benefits (such as life insurance, health insurance, disability insurance, sick leave, vacation, educational benefits, pensions, etc.); and
- offer the same general work schedule and be at the same (or a nearby) location.

Please keep in mind that if you exhaust your FMLA leave entitlement and are unable to return to work, your employer is not required to restore you to your position.

The following forms pertaining to certifying an employee's FMLA leave can be found on the Department of Labor website.

Form WH 380 E

Certification of Health Care Provider for Employee's Serious Health Condition

<https://www.dol.gov/whd/forms/WH-380-E.pdf>

Form WH 380 F

Certification of Health Care Provider for Family Member's Serious Health Condition

<https://www.dol.gov/whd/forms/WH-380-F.pdf>

Form WH 384

Certification of Qualifying Exigency for Military Leave <https://www.dol.gov/whd/forms/WH-384.pdf>

Form WH 385

Certification of Serious Injury or Illness of a Current Servicemember

<https://www.dol.gov/whd/forms/WH-385.pdf>

SICK POOL FORMS

Last modified 1/12/21

See the following pages for the forms created for use when making contributions to or for requesting time from the Sick Pool.

For making a contribution of hours:

- o Sick Leave Pool Donation Request
- o Sick Leave Pool Donation at Resignation

For requesting time from the pool, both forms must be submitted together:

- o Sick Leave Pool Withdrawal Application

- o Sick Leave Pool Statement of Illness

ANGELINA COUNTY

EMPLOYEE SICK LEAVE POOL DONATION REQUEST

Print Employee Name

Department

I believe I meet the eligibility requirements of being a full-time regular employee with twelve (12) or more months of service.

Please accept my donation of _____ hours (minimum of 8; maximum of 40). I understand that these hours become the property of the pool and will no longer be credited to me.

Employee Signature

Date

SUBMIT THIS FORM TO THE SICK POOL ADMINISTRATOR

*** DO NOT WRITE IN THIS SPACE – FOR ADMINISTRATION PURPOSES ONLY ***

Personnel Verification

- A) Is this person a full-time regular employee with 12 or more months of service? Yes No
- B) After this donation, will the person have at least 40 hours of sick time left? Yes No
- C) Was this form received by the final date of the enrollment period? Yes No

Pool Administration

___ Accepted: Hrs contributed _____

ANGELINA COUNTY

____ Rejected: Reason _____

Administrator Signature

Date

EMPLOYEE SICK LEAVE POOL DONATION REQUEST AT RESIGNATION /
RETIREMENT

Print Employee Name

Department

Date of Resignation / Retirement _____

Upon my resignation/ retirement, I wish to donate up to 10 days (80 hours) of my accrued sick leave to the sick leave pool. This is my authorization to make such a donation.

Employee Signature

Signature

Witness

*** DO NOT WRITE IN THIS SPACE – FOR ADMINISTRATION PURPOSES ONLY ***

If approved, give a copy to County Auditor's office to record the donation

ANGELINA COUNTY

consequently, the sick leave pool does not pay for days an applicant has already been absent from work due to an illness/injury.

If a potential applicant is unable to complete an application, their representative may submit an application on their behalf.

Statement of Need

The reason for this request of withdrawal of pool time is:

See attached Statement of Illness / Injury, which has been completed by the physician.

Employee Signature

Date

Supervisor Signature

Date

SICK LEAVE POOL STATEMENT OF ILLNESS / INJURY

Print Employee Name

Department

I hereby authorize my physician or any other licensed practitioner to provide full medical information about my medical condition to Angelina County.

Employee Signature

Date

ANGELINA COUNTY

***** INFO BELOW TO BE COMPLETED BY PHYSICIAN / PRACTITIONER *****

Date of onset of injury or illness:

Date patient was first unable to work due to injury or illness:

Date surgery was required, if needed:

Describe injury or illness:

Describe prognosis:

Estimated date employee may be able to return to work:

Describe restrictions upon return, if any:

Physician / Practitioner Signature

Date

Printed Name _____

Address _____

Phone _____

WELLNESS PROGRAM

Last modified 8/1/2023

Angelina County Wellness Program August 1, 2023 – June 30, 2024



Medical covered employees are able to earn the **\$0 Monthly Premium** (effective August 1, 2024) by completing the Angelina County Wellness Program activities below.



Employees who do not complete the activities listed above will pay a monthly \$75 premium for medical benefits.

2023-2024 Wellness Program Required Activities

Wellness Activities	Deadline
Complete a Health Screening	April 30, 2024
Meet or Improve by 1% in 3 out of 6 Biometric Targets	June 30, 2024
Complete a Preventive Exam or Vascular Screening	

Reasonable Alternative Options

If you **did not meet** the biometric targets you may complete a reasonable alternative below to receive the same credit.

Disease Management	Must complete 4 sessions by June 30, 2024
Imagine360 & Livongo for Diabetes	Must complete 4 sessions by June 30, 2024
Telephonic Health Coaching	Must complete 4 sessions by June 30, 2024
Online Health Education Courses	Must complete 6 sessions by June 30, 2024
Medical Waiver	Submit your completed form to info@mywellportal.com by June 30, 2024

The Angelina County Wellness Program is committed to helping you achieve your best health. Rewards for participating in the Wellness Program are available to all Angelina County employees on the medical plan. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact info@mywellportal.com we will work with you and your physician, to find a wellness program with the same reward that is right for you in light of your health status.



Questions: Contact 1-800-822-2109 or info@mywellportal.com

2023-2024 Premium Discount Required Activities

- HEALTH SCREENING (REQUIRED):** Health Screening includes a detailed analysis of your cholesterol, glucose, blood pressure, and other evaluated areas. Health Screenings will be offered onsite. Offsite screening options will be available to those who are unable to attend the onsite event. Your Health Screening results will be loaded to your wellness portal. Credit will be awarded within 4 weeks of completion. See the Health Screening Flyer in the Wellness Portal for details. **Health Screening must be completed by April 30, 2024.**
- MEET OR IMPROVE BY 1% IN 3 OUT OF 6 BIOMETRIC TARGETS OR REASONABLE ALTERNATIVE (REQUIRED):** Upon completion of your Health Screening, your results will be uploaded to your wellness portal. Credit is automatically awarded for this activity to those who meet or improve 1% in 3 out of the 6 individual health targets. If you do not meet or improve in 3 out of 6, you can complete a **reasonable alternative** to receive credit for the Health Screening Targets activity. See the REASONABLE ALTERNATIVE information below.

Biometric Targets	Optimal Ranges
Waist Circumference	< 40 inches (Men) / < 35 inches (Women)
HDL Cholesterol	≥ 40 mg/dL (Men)/ ≥ 50 mg/dL (Women)
Triglycerides	< 150 mg/dL
Blood Pressure	<130 mmHg (Systolic) and <85 mmHg (Diastolic)
Glucose	< 100 mg/dL (Fasting)
LDL Cholesterol	<100 mg/dL

- PREVENTIVE EXAM or VASCULAR SCREENING (REQUIRED):** Routine preventive exams and vascular screenings may detect a health condition early, when it is treated more easily. Preventive exams include: annual physical exam, well woman exam, colonoscopy, mammogram, skin exam and mental health screenings. Vascular screenings can be completed with your physician. Self report your exam online through the wellness website to receive credit. Exams/Screenings must be completed 7/1/2023 – 6/30/2024 and are subject to verification.

Reasonable Alternative Options

If you did not meet or improve by 1% in 3 out of 6 biometric targets from your Health Screening, complete one of the following Reasonable Alternative activities by June 30, 2024 to earn the same credit.

- DISEASE MANAGEMENT:** This program helps you manage chronic conditions to stay as healthy as possible with assistance from highly trained coaches, including: nurses, dietitians, and certified diabetes educators. This confidential program offers educational resources to improve your health and achieve your goals. Participants must complete 4 sessions with their coach by 6/30/2024 to earn reasonable alternative credit. For more information or to enroll, contact the number on your benefits ID card.
- TELEPHONIC HEALTH COACHING:** Health coaches are your partner in your health & wellness journey. In collaboration with your personal health coach you will identify and celebrate your current healthy habits and identify an action plan with opportunities to make improvements to your health. Health Coaching is available in the following focus areas: Physical Activity (Beginning & Advanced), Personalized Nutrition, Sleep Hygiene, Prenatal Wellness, Financial Fitness, Stress Management, Cancer Resistance, Tobacco Cessation, Weight Management, Heart Health, Family Health, Diabetes Education, and General Health. Participants must have at least 4 sessions with a Health Coach. Participants must complete 4 sessions with their coach by 6/30/2024 to earn reasonable alternative credit. For more information, contact 800-822-2109 or coaching@mywellportal.com.
- ONLINE HEALTH EDUCATION COURSES:** Online Health Education Courses are an interactive online series with education and online resources. These programs are available in the following areas: Stress Management, Tobacco Cessation, Financial Fitness, Nutrition, Family Health, and Physical Activity. Participants must complete at least 6 sessions in one of the focus areas offered to earn reasonable alternative credit. To enroll, visit the **Coaching** tab on the wellness website.
- IMAGINE360 & LIVONGO FOR DIABETES:** This diabetes management program is designed to keep up with your on-the-go lifestyle. When you enroll in this program, you'll receive the supplies you need to manage your diabetes and you will benefit from the support of a dedicated Registered Nurse or Registered Dietician. You can also stay connected to helpful diabetes management resources through our user-friendly portal and app. For more information or to enroll, contact the number on your benefits ID card or managemydiabetes@imagine360.com.
- MEDICAL WAIVER:** Are you working closely with your personal care provider to improve your biometric targets? Have your physician fill out the Medical Waiver form to verify that you are working together to develop a program that is right for you to manage your health. Submit your completed form to info@mywellportal.com by 6/30/2024 to receive credit.



Questions: Contact 1-800-822-2109 or info@mywellportal.com

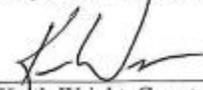
HOLIDAY SCHEDULE

Last modified 10/10/23

ANGELINA COUNTY 2024 HOLIDAY SCHEDULE COURTHOUSE WILL BE CLOSED

New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Birthday	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving	Thursday, November, 28, 2024 Friday, November, 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
Floating Holiday	Employees Birthday

As Approved and Passed by the Angelina County Commissioners' Court on the 10th day of October, 2023.



Keith Wright, County Judge
On Behalf of the Angelina

PAYROLL CALENDAR

Last modified 12/21/2023

2024

2025

2026

PAYROLL SCHEDULE

Begin PP	End PP	Pay day	Begin PP	End PP	Pay day	Begin PP	End PP	Pay day
12/25/2023	1/7/2024	1/11/2024	12/23/2024	1/5/2025	1/9/2025	12/22/2025	1/4/2026	1/8/2026
1/8/2024	1/21/2024	1/25/2024	1/6/2025	1/19/2025	1/23/2025	1/5/2026	1/18/2026	1/22/2026
1/22/2024	2/4/2024	2/8/2024	1/20/2025	2/2/2025	2/6/2025	1/19/2026	2/1/2026	2/5/2026
2/5/2024	2/18/2024	2/22/2024	2/3/2025	2/16/2025	2/20/2025	2/2/2026	2/15/2026	2/19/2026
2/19/2024	3/3/2024	3/7/2024	2/17/2025	3/2/2025	3/6/2025	2/16/2026	3/1/2026	3/5/2026
3/4/2024	3/17/2024	3/21/2024	3/3/2025	3/16/2025	3/20/2025	3/2/2026	3/15/2026	3/19/2026
3/18/2024	3/31/2024	4/4/2024	3/17/2025	3/30/2025	4/3/2025	3/16/2026	3/29/2026	4/2/2026
4/1/2024	4/14/2024	4/18/2024	3/31/2025	4/13/2025	4/17/2025	3/30/2026	4/12/2026	4/16/2026
4/15/2024	4/28/2024	5/2/2024	4/14/2025	4/27/2025	5/1/2025	4/13/2026	4/26/2026	4/30/2026
4/29/2024	5/12/2024	5/16/2024	4/28/2025	5/11/2025	5/15/2025	4/27/2026	5/10/2026	5/14/2026
5/13/2024	5/26/2024	5/30/2024	5/12/2025	5/25/2025	5/29/2025	5/11/2026	5/24/2026	5/28/2026
5/27/2024	6/9/2024	6/13/2024	5/26/2025	6/8/2025	6/12/2025	5/25/2026	6/7/2026	6/11/2026
6/10/2024	6/23/2024	6/27/2024	6/9/2025	6/22/2025	6/26/2025	6/8/2026	6/21/2026	6/25/2026
6/24/2024	7/7/2024	7/11/2024	6/23/2025	7/6/2025	7/10/2025	7/6/2026	7/19/2026	7/23/2026
7/8/2024	7/21/2024	7/25/2024	7/7/2025	7/20/2025	7/24/2025	7/20/2026	8/2/2026	8/6/2026
7/22/2024	8/4/2024	8/8/2024	7/21/2025	8/3/2025	8/7/2025	8/3/2026	8/16/2026	8/20/2026
8/5/2024	8/18/2024	8/22/2024	8/4/2025	8/17/2025	8/21/2025	8/17/2026	8/30/2026	9/3/2026
8/19/2024	9/1/2024	9/5/2024	8/18/2025	8/31/2025	9/4/2025	8/31/2026	9/13/2026	9/17/2026
9/2/2024	9/15/2024	9/19/2024	9/1/2025	9/14/2025	9/18/2025	9/14/2026	9/27/2026	10/1/2026
9/16/2024	9/29/2024	10/3/2024	9/15/2025	9/28/2025	10/2/2025	9/28/2026	10/11/2026	10/15/2026
9/30/2024	10/13/2024	10/17/2024	9/29/2025	10/12/2025	10/16/2025	10/12/2026	10/25/2026	10/29/2026
10/14/2024	10/27/2024	10/31/2024	10/13/2025	10/26/2025	10/30/2025	10/12/2026	10/25/2026	10/29/2026
10/28/2024	11/10/2024	11/14/2024	10/27/2025	11/9/2025	11/13/2025	10/26/2026	11/8/2026	11/12/2026
11/11/2024	11/24/2024	11/28/2024	11/10/2025	11/23/2025	11/27/2025	11/9/2026	11/22/2026	11/26/2026
11/25/2024	12/8/2024	12/12/2024	11/24/2025	12/7/2025	12/11/2025	11/23/2026	12/6/2026	12/10/2026
12/9/2024	12/22/2024	12/26/2024	12/8/2025	12/21/2025	12/25/2025	12/17/2026	12/20/2026	12/24/2026

