

Travis Central Appraisal District Personnel Policy Manual

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1	General Provisions -----	5	4.11	<i>Solicitation</i>	14
	1.2	5	4.12	<i>Political Involvement</i>	14
	1.3	5	4.13	<i>Travel Reimbursement</i>	14
			4.13.1	<i>Meal Expense</i>	14
			4.13.2	<i>Mileage</i>	14
			4.14	<i>Working Out Problems with TCAD</i>	15
2	Recruitment and Staffing -----	6	5	Time and Attendance -----	16
	2.1	6	5.1	<i>Work Week</i>	16
	2.2	6	5.1.1	<i>Telecommuting</i>	16
	2.3	6	5.2	<i>Full-time Status</i>	16
	2.4	6	5.3	<i>Payroll</i>	16
	2.5	6	5.3.1	<i>Non-Exempt Time Records</i>	16
	2.6	6	5.3.2	<i>Appraisers Clocking When in the Field</i>	17
	2.7	6	5.3.3	<i>Paid Work Breaks</i>	17
	2.8	6	5.3.4	<i>Lunch Break</i>	17
	2.9	7	5.4	<i>Good Work Habits for Non-Exempt Employees</i>	17
	2.10	7	5.5	<i>Overtime</i>	18
	2.11	7	5.5.1	<i>Prior Approval of Overtime</i>	18
	2.12	7	5.5.2	<i>Working Mandatory Extended Hours for Non Exempt and Exempt Employees</i>	18
	2.13	7	5.6	<i>Exempt Employees</i>	18
			5.6.1	<i>Exempt Time Records</i>	19
3	Requirements of Employment -----	9	5.7	<i>Flexible or Compressed Work Schedules for Exempt and Non Exempt Employees</i>	19
	3.1	9	5.8	<i>Attendance</i>	19
	3.2	9	5.8.1	<i>Reporting Absences from Work</i>	19
	3.3	9	5.8.2	<i>Job Abandonment</i>	19
	3.4	9	6	Compensation -----	20
	3.4.1	9	6.1	<i>The Position Classification and Pay Plan</i>	20
	3.4.2	9	6.2	<i>Market Analysis</i>	20
	3.4.3	9	6.3	<i>Position Classification</i>	20
4	Administrative Policies -----	10	6.4	<i>New Employee Evaluation</i>	20
	4.1	10	6.5	<i>Performance Evaluation and Salary Adjustments</i>	20
	4.1.1	10	6.6	<i>Merit Increases</i>	20
	4.1.2	10	7	Training and Education -----	21
	4.2	10	7.1	<i>Registered Professional Appraisers</i>	21
	4.3	10	7.2	<i>State Licensed and Certified Appraisers</i>	21
	4.4	11	7.3	<i>International Association of Assessing Officers (IAAO) Certification</i>	21
	4.5	11	7.4	<i>Tuition Reimbursement</i>	21
	4.6	11	7.4.1	<i>Conditions of Reimbursement</i>	21
	4.6.1	12	7.4.2	<i>Procedures</i>	22
	4.6.2	12	8	Employee Benefits -----	23
	4.6.3	12	8.1	<i>Benefit Coverage and Premium Deductions</i>	23
	4.7.4	13	8.2	<i>Employee Assistance Program (EAP)</i>	23
	4.7	13	8.3	<i>Work Related Injuries</i>	23
	4.8	14	8.3.1	<i>Medical Treatment</i>	23
	4.9	14	8.3.2	<i>Release to Work</i>	23
	4.10	14			

8.3.3	Fraud	24	10.1.4	Requesting a Reasonable Accommodation	33
8.4	Retirement	24	10.1.5	Safety	34
8.5	Optional Deferred Retirement	24	10.1.6	Confidentiality	34
8.6	Medicare	24	11	Access, Security and Emergency Evacuation-----	35
8.7	Vacation Leave	24	11.1	Responsibility	35
8.7.1	Prorated Vacation	24	11.2	Facility Hours and Closings	35
8.7.2	Scheduling Vacation	24	11.3	Entry Access Control	35
8.7.3	Vacation Scheduling Restrictions	25	11.4	Identification Badges	35
8.7.4	Continuous Vacation	25	11.5	Surveillance	35
8.7.5	Vacation Calendar Year Carry-Over	25	11.6	Evacuation	35
8.7.6	Vacation Paid Upon Leaving TCAD	25	11.7	Emergency Closure or Modified Hours of Operation	35
8.8	Sick Leave	25	11.8	Medical Emergencies	36
8.9	Scheduled Holidays	25	12	Health and Safety -----	37
8.10	Discretionary Holiday	26	12.1	Personal Work Areas	37
8.10.1	Part time Holiday Benefit	26	12.2	First Aid	37
8.10.2	Absence Affecting Holiday Pay	26	12.3	Medication	37
8.10.3	Personal Holiday	26	12.4	Drug Free Workplace	37
8.11	Court Leave	26	12.4.1	Alcohol	37
8.12	Bereavement Leave	26	12.4.2	Definition of Illegal Drug	37
9	Leave of Absence -----	27	12.4.3	Violation of Policy	38
9.1	Family Medical Leave Act	27	12.4.4	Drug and Alcohol Testing	38
9.1.1	General Provisions	27	12.4.5	Education and Training Programs	38
9.1.2	Eligibility	27	12.5	Fire Arms - Weapons	38
9.1.3	Type of Leave Covered	27	13	Redress of Grievances-----	39
9.1.4	Amount of Leave	28	13.1	Immunity from Reprisal	39
9.1.5	Employee Status and Benefit During Leave	28	13.2	Grievance Process Steps and Time Limits	39
9.1.6	Employee Status After Leave	29	13.3	Grievances against the Chief Appraiser	39
9.1.7	Use of Paid and Unpaid Leave	29	13.4	Grievance Submission Content	40
9.1.8	Intermittent Leave or a Reduced Work Schedule	29	13.5	Right to Address the Board of Directors	40
9.1.9	Certification for the Employee's Serious Health Condition	29	14	Separation Process -----	41
9.1.10	Certification for Family Member's Serious Health Condition	30	14.1	Calculation of Accrued Pay	41
9.1.11	Certification of Qualifying Exigency for Military Family Leave	30	14.1.1	Vacation Leave Paid Upon Leaving TCAD	41
9.1.12	Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave	31	14.1.2	Medical Leave Paid Upon Leaving TCAD	41
9.1.13	Recertification	31	14.2	Settlement	41
9.1.14	Procedure for Requesting FMLA Leave	31	14.3	Continuation of Insurance Coverage	41
9.1.15	Designation of FMLA Leave Type	31	14.4	Insurance Coverage at Retirement	42
9.1.16	Intent to Return to Work from FMLA Leave	31	14.5	Release of Information	42
9.2	Military Leave	31			
9.3	General Leave of Absence	32			
10	Americans with Disabilities Act -----	33			
10.1.1	Disability	33			
10.1.2	Reasonable Accommodation	33			
10.1.3	Essential Job Functions	33			

Mission Statement

To provide accurate appraisal of all property in Travis County at one hundred percent market value, equally and uniformly, in a professional, ethical, economical and courteous manner, working to ensure that each taxpayer pays only their fair share of the property tax burden.

Policies and procedures of the Travis Central Appraisal District (TCAD) are impacted by the available revenues sufficient to maintain the current operating demand for appraisal services by the taxing units that fund these services.

These policies may be unilaterally changed by the Board of Directors of the Travis Central Appraisal District (TCAD) upon the recommendation of the Chief Appraiser at a regular meeting of the Board of Directors. Proposed changes to these policies must be made available to all TCAD employees fifteen (15) days prior to the Board of Directors' consideration and action on such changes.

Changes in these policies will be distributed immediately to each employee and will be periodically incorporated into the Personnel Policy Manual. Each new employee shall be provided a copy of the Personnel Policy Manual and all amendments.

1.2 Employee Status

TCAD is an "at will" employer. The contents of this manual do not alter an employee's employment status. The Personnel Policy Manual does not constitute a contract or a promise of employment. Employees remain free to resign employment at any time for any or no reason without notice; and TCAD retains the right to terminate the employment of any employee at any time for any reason or no reason without notice.

1.3 Equal Opportunity Employment

As an Equal Opportunity Employer, TCAD, will afford equal opportunity for employment to all individuals regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and in compliance with Americans with Disabilities Act as Amended.

Management recruits, hires, trains, promotes, demotes and terminates employment of persons in all job titles without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and in compliance with Americans with Disabilities Act as Amended. The Travis Central Appraisal District is an equal opportunity employer.

Compensation plans, benefits, transfers, layoffs, recalls, TCAD-sponsored training, education, social and recreational programs are administered without regard to race, sex, religion, age, national origin, color, disability, military or veteran's status, sexual orientation, genetic information, HIV/AIDS status and in compliance with the American Disabilities Act.

2 Recruitment and Staffing

2.1 Recruitment and Staffing

Final selection of new employees shall be the responsibility of the hiring manager, director and Chief Appraiser. It is the responsibility of the human resources director to ensure established procedures are followed.

2.2 Job Description

A job description for each employment position should be maintained by the Human Resources Division.

2.3 Posting

Open positions may be posted on the TCAD website, employee bulletin board, and/or announced to TCAD employees via email. Assignment of a closing date is at the prerogative of the Chief Appraiser.

2.4 Application Process

Interested applicants may submit a resume and/or application for consideration. Applicants that do not meet minimum posted requirements will not be interviewed. Prior to the employment interview applicants must complete the TCAD employment application. Applicants will be interviewed by management as appropriate.

2.5 Pre-Employment Investigation

A background investigation including criminal history, references and social security number verification will be completed after candidates are selected for final consideration. The applicant must have a signed **FCRA Notification Letter** and Texas Department of Safety Form prior to the background investigation. **Fair Credit Reporting Act** https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/cms_004128.aspx

2.6 Pre-Adverse Letter

An applicant refused for employment because of a background investigation must be mailed a Pre-Adverse Action Letter.

2.7 Other Employment

TCAD employees are free to pursue outside interests and activities but must be careful not to present the appearance of a conflict of interest. For full time employees, TCAD considers the employee's first obligation to be with TCAD. Schedules cannot be rearranged to accommodate second jobs or outside interests beyond the scope of employment.

2.8 Nepotism

TCAD may not employ or contract with an individual or the spouse of an individual who is related to the chief appraiser within the first degree by consanguinity or affinity,

TCAD may not employ any individual related to a member of the TCAD Board of Directors within the second degree by affinity or the third degree by consanguinity.

A prohibited relationship described above that arises as the result of a marriage will require the immediate resignation of the Board member or the employee; if neither chooses to resign the employee will be terminated.

In addition, the Chief Appraiser shall not approve the hiring of any person who is related within the second degree by affinity or the third degree by consanguinity to the employee's immediate supervisor,

nor shall the Chief Appraiser approve the appointment of any member of the immediate family of any employee with supervisory responsibilities for positions elsewhere in TCAD.

2.9 Career Development

Management supports the advancement and development of employees. However, promotions, demotions and employee reassignment will be made on the basis of TCAD's needs and the assessment of skills, abilities and demonstrated performance of employees.

2.10 Internal Application Process

Qualified employees are encouraged to apply for internal openings within TCAD. To be eligible to do so, the employee must have satisfactorily completed ninety (90) days of employment, meet the minimum posted requirements for the position, have good attendance and have had no disciplinary actions within the previous six (6) months. At the discretion of TCAD management interviews will be conducted as deemed appropriate. TCAD reserves the right to promote or move employees based on organizational needs.

2.11 Reduction in Force

A reduction in force may occur when dictated by TCAD's operating needs. Should a reduction in the size of the workforce become necessary, in determining order of layoff, consideration will be given to past work performance and skills. Length of service will be considered if employee performance and skills are equal.

An employee affected by a reduction in force may elect to officially terminate employment with TCAD with all the rights of an employee resigning in good standing. An employee not wishing to terminate will be placed on a recall list.

If authorized, recall shall be in reverse order of the reduction in force, subject to the current operating needs of TCAD and the qualifications of the affected employees. An employee may remove his or her name from the recall list at any time by notifying the Human Resources Director in writing; such former employees will be considered to have resigned in good standing.

A recalled employee shall be reinstated with full service credit accrued up to the time of the reduction in force providing that the employee accepts the first offer of reinstatement to a position of at least equivalent status. Recall rights are automatically terminated if an employee refuses such an offer of reinstatement.

2.12 Resignation

An employee resigning from TCAD may remain in good standing by giving a written notice of two (2) weeks prior to the anticipated departure date. An employee failing to give appropriate notice or failing to satisfactorily complete the notice period is not eligible for rehire and forfeits terminal pay.

2.13 Discharge

Although TCAD generally uses a system of progressive discipline, certain violations of policy are considered gross misconduct and are grounds for immediate discharge without prior notice from the employer. Grounds for immediate discharge include, but are not limited to, the following:

1. Failure to complete and return of the following:
 - i. TCAD Personnel Policy Manual Acknowledgement
 - ii. Federal I-9 form **Employment Eligibility Verification** <https://www.uscis.gov/i-9>
 - iii. Code of Ethics Acknowledgement
 - iv. Annual Financial Disclosure

v. Proof of Vehicle Insurance when required as part of job description

2. Failure to maintain credentials required to execute duties; including any position which requires registration with the Texas Department of Licensing and Regulation.
3. Insubordination, including but not limited to, refusal to perform work, or refusal to work overtime, as directed by an authorized member of TCAD management.
4. Non-exempt employee working "off the clock". Non-exempt employees must be clocked in to work.
5. Acts of a dangerous, reckless or destructive nature including intentional damage to persons and/or property.
6. Failure to treat members of the staff or the public respectfully.
7. Harassment or failure to report harassment including sexual harassment.
8. Theft of TCAD time or property.
9. Unauthorized use of public property
10. Tampering with timekeeping or reporting.
11. Willful release of confidential or other sensitive information.
12. An appraiser, appraising, brokering property or referring property to another agent or broker to list or sell in Travis County.
13. Failing to report accidents, incidents or injuries as required by TCAD policy.
14. Misrepresentation of a work-related injury
15. Failing to report a citation for a DWI or DUI when driving is a condition of employment.
16. Failing to report a suspension of driver's license when driving is a condition of employment.
17. Being under the influence of any drug in violation of TCAD policy as stated in this Manual.
18. Refusal to consent to a lawfully requested drug or alcohol screening.
19. A confirmed positive result to a lawfully administered drug or alcohol test.
20. Compromising TCAD integrity as defined by the Code of Ethics.
21. Violation of the No Fraternization policy.
22. Violation of the Electronic Resources Use policy.
23. Violation of Social Media policy.
24. Violation of Weapons policy.
25. Destruction of documents without proper documentation.
26. Failure to comply with the Public Information Act.
27. Gross or repeated neglect of duty.

TCAD works with a set of rules and procedures to ensure work is done efficiently. It is not possible to anticipate and list all rule violations that will lead to termination of employment. TCAD employees are employed at the will of TCAD. Continuation of employment is at the sole discretion of TCAD.

3 Requirements of Employment

TCAD has specific requirements that must be met to be employed in designated positions. It is the responsibility of the employee to ensure that he or she is in compliance with the current employment requirements.

3.1 Certification Requirements

An employee who is required to be registered or certified under the provisions of the Property Taxation Professional Certification Act (V.T.C.S. Article 7244b) with the Texas Department of Licensing and Regulation (TDLR) refuses to register, fails to reach the Level II, III or IV within the prescribed time by TDLR, or has his or her registration revoked or suspended will be terminated.

3.2 Professional Ethics

All Appraisers must abide by TDLR regulations. In addition, all employees are required to abide by the Code of Ethics adopted by the Board of Directors, as well as applicable laws and State regulations. The Code of Ethics is an addendum to this Personnel Policy Manual.

Appraisers are prohibited from, appraising property, brokering real estate, or referring real estate sales to other agents or brokers, inside Travis County. Appraisers shall not conduct an informal or a formal hearing for friends, relatives or as prohibited by the Code of Ethics.

3.3 Financial Disclosure

All employees are required to complete a Financial Disclosure Statement by January 31, of each year of employment. Financial Disclosure Statements are kept on file for two (2) years. Refusal to truthfully complete the required Financial Disclosure Statement is tantamount to resignation of employment.

3.4 Vehicle Usage

An employee, who receives a vehicle allowance, is reimbursed for mileage, or who drives a TCAD owned vehicle in the course of employment must comply with the following requirements:

3.4.1 License and Vehicle Safety

Employees using a vehicle for TCAD business must be licensed in the State of Texas to drive. Employees are charged with the responsibility for following all State regulations and reasonable safety precautions.

3.4.2 Maintain Vehicle Insurance

Employees receiving a vehicle allowance must provide proof of liability coverage meeting State of Texas standards. If the employee cannot fulfill the position requirements without driving his or her vehicle. Failure to maintain insurance is grounds for termination.

3.4.3 Accidents

An employee involved in an accident that occurs during the course of conducting TCAD business must report the incident to the supervisor or the Human Resources Director within one (1) hour of the accident, unless the employee is physically unable to do so.

4 Administrative Policies

4.1 Work Attire

Employees are urged to use good judgment in the manner of his or her appearance. Appropriate clothing is essential in presenting a professional image and should be neat and business-like in appearance. As representatives of TCAD, employees should convey a professional image to the public at all times. This policy is in effect during the normal operating hours of the appraisal district which are typically 7:45 a.m. to 4:45 p.m. Monday through Friday.

The following are prohibited: shorts, backless or halter style attire, T-shirts, bare midriffs, skirts shorter than four inches from the bend of the knee at the back of the leg, tank tops, spaghetti straps, leggings, see-through attire, graphic slogans, flip-flops, or facial piercings. In addition, piercings, body art, hair color or hair styles that TCAD management reasonably believes will be offensive to co-workers or the public are prohibited. At no time should undergarments be exposed.

There are some job duties that are either permanently or occasionally labor intensive. In order to promote the safety of the employee and to prevent damage to clothing anyone engaged in such duties may wear jeans or approved shorts as determined by the management.

An employee reporting to work in attire that is unacceptable will be sent home to change clothes. An employee who must leave work to change clothes will not be paid for the time needed to comply nor will they be allowed to use leave time. Repeated violations of the dress code will result in disciplinary action up-to-and including termination of employment. Questions of appropriate dress should be addressed to the Human Resources Director.

4.1.1 Review Board and Protest Season Attire

Beginning at the time notices go out through the conclusion of taxpayer protests, staff shall wear business professional attire

4.1.2 Non-Protest Season Attire

Non-protest season attire shall be business casual. Dress jeans are allowed after the conclusion of taxpayer protests and prior to sending out notices; they must be clean, without stains, tears or frays.

4.2 Workplace Conduct

Employees must treat each other and public with respect. Employees must maintain a cordial attitude when speaking with each other and with the public. Blatantly rude behavior, outbursts of temper, shouting, or the use of foul or offensive language are all grounds for disciplinary action up-to-and including termination.

4.3 Harassment Prohibited

TCAD is committed to promoting a work environment that is free of harassment and strictly prohibits any conduct which constitutes harassment. Harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, sexual orientation, HIV/AIDS status, religion, national origin, age, or disability, military or veteran status, or genetic information.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors and any other conduct of a sexual nature (including sexually explicit language, jokes, etc.) when:

- The employee must submit to the offensive conduct as an explicit or implicit condition of employment.
- Submission to or rejection of such conduct by an individual is used as a basis for making employment decisions affecting such individuals; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

While on duty or on appraisal district premises, employees shall not use obscene or abusive language or offensive gestures in communicating with coworkers or members of the public; employees shall not by oral, written, electronic or other means of communication threaten or intimidate coworkers or members of the public; employees shall not physically endanger, intimidate or injure coworkers or members of the public.

Employees who experience any form of harassment or who become aware of a threatening situation as described in this policy, are required to immediately report the facts to his or her Manager, Director, or Human Resources Director for investigation and corrective action. TCAD understands the sensitive nature of this type of complaint, and the employee may contact the Human Resources Director without going through the normal chain-of-command. TCAD will act promptly to investigate alleged harassment claims thoroughly and discipline any employee who is found to have committed such conduct. During the investigation, confidentiality will be maintained to the extent possible, while conducting a thorough investigation. At the conclusion of the investigation, the Human Resources Director will report appropriate findings and/or conclusions to the employee making the complaint and the subject of the complaint. Appropriate corrective action will be taken. Call 911 for imminent threats of physical harm and notify a member of management immediately.

No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting violations of this policy in good faith. The employment status of the person reporting the matter will not be jeopardized as a result of filing a complaint in good faith. All allegations of sexual harassment will be investigated by the Human Resources Director who will report the findings of the investigation to the employee filing the complaint. Employees violating this policy will be subject to disciplinary action up-to-and including termination of employment.

Interesting this addresses only romantic relationships. What about

4.4 **No Fraternization** TCAD employees who work together in outside jobs?

TCAD prohibits dating between subordinates and superiors. Romantic relationships between individuals with the power to affect the other's status or position with TCAD in any way shall be avoided. Employees spreading rumors regarding potential policy-violating romances or relationships will not be tolerated. Spreading rumors of any kind can damage an innocent employee's reputation. Employees suspecting an inappropriate relationship should use proper channels to report concerns.

Potential violations of this policy should be reported to management or the Human Resources Director for investigation and corrective action. TCAD will act promptly to investigate alleged violations thoroughly and confidentially, to the extent possible. The employment status of the person reporting the matter will not be jeopardized as a result of filing a complaint in good faith. Employees violating this policy will be subject to disciplinary action up-to-and-including termination of employment.

4.5 **Tobacco Use**

TCAD employees may use tobacco products outside the building. The use of all tobacco products is prohibited in the building and within fifteen (15) feet of the entrance to the building. There are receptacles provided for the appropriate disposal of cigarette butts.

4.6 **Electronic Resource Use Policy and Privacy Notification**

TCAD computer systems including hardware, software, accessories, electronic files and passwords are the sole property of TCAD. This policy is intended to notify all TCAD employees that no reasonable expectation of privacy exists in connection with the employee's use of TCAD systems, property, equipment or supplies. TCAD employees are prohibited from withholding information maintained within

company-supplied equipment, including but not limited to, computer files, computer databases, desks, lockers and cabinets.

4.6.1 TCAD Right to Access Information

While TCAD employees have individual passwords to e-mail, voice mail and computer network systems, these systems are at all times accessible to and by TCAD and may be subject to unannounced, periodic inspections by TCAD for business purposes. This policy applies to all telephone, electronic and computer network systems that are accessed on or from TCAD's premises, used in a manner which identifies the employee as employed by or representing TCAD, or accessed using TCAD equipment and/or via TCAD paid access methods.

4.6.2 Restricted to TCAD Business

TCAD employees are expected to use e-mail, voice mail and computer network systems for TCAD business not for personal reasons. Personal reasons include, but are not limited to, non-TCAD-related communications, research or solicitations, or soliciting for political or religious causes, outside organizations or commercial ventures. Brief and occasional personal use of the electronic mail system or the Internet is acceptable, as long as such usage is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before or after regular working hours) and results in minimal expense to TCAD.

4.6.3 Prohibited Content

TCAD employees are prohibited from using TCAD's telephone, electronic or computer network systems in any manner that may be offensive or disruptive to others. This includes, but is not limited to, the transmission of racial or ethnic slurs, gender-specific comments, sexually-explicit images or messages, any remarks that would offend others on the basis of his or her age, political or religious beliefs, disability, national origin or sexual orientation, or any messages that may be interpreted to disparage or harass others. Please do not send non-work related mass emails either while at work or while working remotely. Mass emails should go through the Human Resources Director. No telephone, electronic or computer network communications may be sent that represent the sender as from another company or as someone else, or that try to hide the sender's identity. Inappropriate or excessive personal use of TCAD's property: telephone, electronic or computer network systems may result in disciplinary action, up-to-and-including immediate termination of employment.

The following rules also apply to the use of TCAD property:

- Always Log Out, or Lock the system when unattended so others may not gain unauthorized access TCAD data.
- Do not attempt to access another employee's account.
- Do not attempt to access resources without authorization, whether property of TCAD or not.
- Do not install, uninstall or disable any software on any computer without first getting approval from the systems administrator.
- Do not bring personal equipment to use at work as TCAD cannot differentiate between TCAD property and employee equipment.
- Do not deliberately damage, disable, vandalize or remove any hardware or software.
- Report damage, malfunction or otherwise unusable hardware or software immediately via the help desk or to a manager or systems administrator.
- Do not relocate or remove any hardware or software.

- Do not let a vendor bring equipment into our facility and access the network without the approval of the systems administrator.
- TCAD **cannot** be held responsible for damages, loss, or suffering personally incurred due to electronic resources. This includes, but is not limited to, identity theft, scams, spy-ware, viruses or otherwise malicious software, loss of service, loss of data, and hardware or software malfunctions or imperfections.
- The systems administrator can terminate access to TCAD electronic resources at any time, without reason or notice.

Any violation of the “Electronic Resource Use Policy” will be subject to disciplinary action up-to-and-including termination.

4.7.4 **Social Media**

As designated by the Public Relations Policy the Chief Appraiser is the official spokesperson for TCAD. All media communication is conducted by the Chief Appraiser or his or her designee.

Social media is the term commonly given to Internet and mobile-based channels and tools that allow users to interact with each other and share opinions and content. As the name implies, social media involves the building of communities or participant networks.

All TCAD employees are required to observe high ethical standards as set by the Code of Ethics and personnel policies. The principles established by the Code of Ethics and personnel policies must be observed when engaging in any public relations practice including social media interactions.

TCAD does not authorize employees to use any social media outlets on TCAD computers during working hours. Although access to these services and features may be blocked on office computers, TCAD cannot block access through personal hand-held electronic devices. As a result, all employees are urged to use caution when posting information or blogging concerning TCAD work activities or situations. In online social networks, the lines between public and private, personal and professional are blurred. Identifying yourself as a TCAD employee, creates perceptions about your expertise and any statements you make may be attributed to your knowledge of TCAD.

The following rules must be followed by all TCAD employees posting to any social media website:

- Do not provide advice or insight regarding the work conducted by the TCAD organization;
- Do not use TCAD logos or website references on blogs, web pages or other social media outlets;
- Do not post pictures or documents stored on the TCAD system to social media outlets;
- If an employee references TCAD or its organization on a social media outlet, he or she must clearly state that the views and opinions expressed are solely those of the employee and do not represent the TCAD organization;
- Employees shall state that the TCAD organization shall not be held liable for any misinformation he or she publishes; and

Employees will be subject to disciplinary action, which may include termination of employment, if the comments he or she makes on a social media outlet impair TCAD’s delivery of required services, interferes with the efficient and effective operation of TCAD, or adversely impacts the effectiveness, efficiency, or safety of other employees in the workplace.

4.7 **Fax Machines**

Limited use of fax machines is permitted with the approval of management. Employees shall practice good office manners when using the fax machines. It is inappropriate to throw away confirmations as these documents are important TCAD records of business communications.

4.8 Personal Phone Use

Much of TCAD's business is conducted by telephone, and the phone lines should not be tied up with personal phone calls. The use of TCAD phones for brief personal calls is permitted, but the calls should be brief and limited to break and lunch. Employees violating this policy will be subject to disciplinary action.

4.9 Personal Cell Phone

Employees may be allowed to keep personal cell phones with them during work hours at the discretion of management; however, the phone must be on silent or vibrate. Cell phone use must not interfere with work. Employees should limit the use of cell phones to break and lunch. Employees violating this policy will be subject to disciplinary action.

4.10 Personal Email

Employees are prohibited from using personal email when conducting TCAD business. This includes communication with other employees and supervisors regarding work-related matters.

4.11 Solicitation

TCAD employees shall not be permitted to solicit funds for any purpose on the job without approval and coordination of the Human Resources Director. Solicitation of employees may only occur outside the building. Collection for such reasons as employee retirement recognition and other TCAD approved programs and activities will require the review of the Human Resources Director. Announcements of sales of school supported activities or charities may be made on behalf of employees by the Human Resources Director.

Persons who are not employed by TCAD may not solicit or distribute literature on the premises for any reason at any time.

4.12 Political Involvement

Employees are encouraged to vote on Election Day before the work day commences, on his or her lunch hour, or after the work day is completed. The Chief Appraiser may grant a reasonable amount of time with pay for employees to vote during working hours under special conditions.

Employees are not allowed to perform political campaigning or related activities during established working hours or while on official duty. Employees may not utilize equipment owned by TCAD for political purposes.

4.13 Travel Reimbursement

Employees who travel on approved official business, outside of Travis County, will be reimbursed for reasonable expenses incurred as a result of such travel. All expenses must be documented by receipts and an expense report, approved by the Division Director and submitted for reimbursement within ninety (90) days of the date the expense was incurred. Actual incidental expenses such as official telephone calls and taxi fare, etc., will be reimbursed with receipts.

4.13.1 Meal Expense

Employees traveling outside Travis County on official business shall be reimbursed for the employee's actual meal expenses with receipts not to exceed \$45.00 per day.

4.13.2 Mileage

Mileage - The calculation of eligible mileage reimbursement will be based on the rate used by the Internal Revenue Service. TCAD will not pay mileage expense for employees that receive a vehicle allowance.

4.14 Working Out Problems with TCAD

TCAD believes that reasonable rules of conduct are necessary for a safe and efficient operation. Employees shall be notified of rules and changes in rules and are expected to follow them. If an employee has problems or questions relating to work, the employee must speak with his or her supervisor immediately. Delaying discussions will only complicate matters and make progress more difficult.

TCAD generally uses a system of "progressive discipline" designed to correct and change behavior rather than to penalize employees. The course of action under the progressive disciplinary system is as follows:

1. Written Reminder
2. Decision day – Final Warning
3. Termination

Written Reminder – is initiated when performance coaching has not corrected the problem. If the problem or action is of a serious nature the Written Reminder may be used immediately without prior coaching. The employee must respond to the Written Reminder with a written action plan returned by the date specified on the form. The plan must be reviewed by management and either accepted or rejected. If the action plan is refused by management, the employee will have the opportunity to revise the action plan and must do so within one (1) business day. Refusal to write an acceptable action plan is tantamount to a resignation.

Decision Day – is generally initiated when a Written Reminder has failed to yield positive results; however, it may be used as the first step in the process when the issue is egregious. The employee must respond to the Decision Day with a written action plan returned by the specified day on the form. If a prior Written Reminder action plan was in place it must be addressed. The Decision Day action plan must be reviewed and accepted or rejected by management before the employee may return to work. If the action plan is refused by management, the employee will have the opportunity to revise the action plan and must do so within one (1) business day. Refusal to write and submit an acceptable action plan within the prescribed time frame is tantamount to a resignation.

While TCAD generally uses a progressive disciplinary system, the process outlined above does not prohibit TCAD from taking any action deemed necessary and appropriate in maintaining an orderly, efficient, safe work environment, including immediate dismissal without prior warning. The use of a progressive discipline system does not change the "at will" status of TCAD employees.

5 Time and Attendance

5.1 Work Week

The hours during which TCAD offices are open for business shall be determined by the Chief Appraiser. Regular working hours are 7:45 a.m. to 4:45 p.m., Monday through Friday. Management shall implement schedules to meet specific requirements of the division. Individual employees may be directed to work special hours or shifts as necessary. Employees may be granted the opportunity to work a flexible schedule by the Division Director after satisfactorily completing ninety (90) days of employment with good attendance.

5.1.1 Telecommuting

Exempt employees may occasionally work remotely; however, the ability to work remotely does not replace the need for employees to be in the office Monday – Friday 7:45 am to 4:45 pm.

5.2 Full-time Status

Employees must work a minimum of thirty (30) hours per week to be considered full-time and qualify for benefits.

5.3 Payroll

The biweekly payroll begins on Friday at noon and ends fourteen (14) days later, Friday at noon. Pay checks are distributed alternating Fridays. There are twenty-six (26) pay periods in a year. Accrual of leave, deductions for insurance, flex plan and vehicle allowance are based on twenty-four (24) pay periods per year.

Reviewing time prior to payroll is the employee's responsibility. Payroll cannot be delayed due to unapproved timecards. Timecards that are not approved prior to payroll processing will be assumed to be correct. Any errors resulting in an incorrect payroll check will be amended on the next regularly scheduled payroll.

5.3.1 Non-Exempt Time Records

Clocking in and out at the proper time helps assure that payroll checks correctly reflect the actual hours worked. Any violation of policy will be subject to disciplinary action up-to and including termination of employment.

Employees must clock-in not more than seven (7) minutes prior to the assigned start time; the calculation of time will begin at the scheduled start time. Employees must clock-out at the end of the work day not more than seven (7) minutes past his or her scheduled end time. The calculation of time ends at the scheduled end time unless the employee works more than seven (7) minutes past the end time.

Clocking in more than seven (7) minutes prior to the schedule or seven (7) minutes after the end of the schedule must be approved by management. Employees cannot make up time or work overtime without management approval.

Employees working off the clock will be subject to disciplinary action-up-to-and including termination.

An employee failing to clock-in or out should report the time to his or her supervisor immediately. Employees that clock-in six (6) minutes or more after the scheduled start time are tardy. Exceeding the allotted time for lunch without prior approval is considered tardy.

Employees must clock-out at the beginning of lunch and clock-in at the end of all lunch periods. Employees may not work through lunch to make up time unless approved by

management in advance. Nonexempt employees are required to take at least thirty minutes for lunch even when making up time. Employees with a thirty (30) minute lunch are required to take a minimum of thirty (30) minutes from the time clocked-out. A one hour lunch is a minimum of sixty (60) minutes from the time clocked out. Any deviation from the standard assigned lunch schedule must be approved by management.

Management may allow an employee who is late for work or late coming back from lunch to make up the time by working longer during the day. Errors in calculating pay, due to employee error, will be corrected on the next regularly scheduled payroll. Employees who tamper with time records will be subject to immediate termination of employment.

5.3.2 Appraisers Clocking When in the Field

When conducting field inspections in a work area other than one in which the appraiser resides:

- Employees shall clock in for work after reaching the area of work and beginning work related activities.
- Employees shall clock out for the day upon completion of work related activities, prior to leaving the field to go home.

When conducting field inspections in an area in which the appraiser resides:

- Employees shall clock in for work upon beginning inspections in the area.
- Employees shall clock out for work upon completion of work related activities before driving home.

When the workday is split between field and office do not clock out for travel time. If a break or lunch is taken during travel time, normal clocking procedures in 5.3.1 must be followed.

5.3.3 Paid Work Breaks

Breaks, other than meal times, are granted to non-exempt employees as work permits at the discretion of management. Non-exempt employees may be permitted one (1) work break per day, in the morning or afternoon as assigned by management. The duration of the break shall not exceed twenty (20) minutes; including time going to and returning from break. Employees late for work, late returning from lunch or who work less than an eight (8) hour day will not be eligible to take a paid break. Employees shall clock out and in for break; if the assigned break period is exceeded the employee forfeits the paid break and will not be paid for the time. An employee failing to clock out and in for break as directed, may be docked for the time at the discretion of management. Employees who forfeit break pay cannot make the time up or use vacation to make-up the time. Failure to clock out and in at break may lead to disciplinary action up-to-and-including termination.

5.3.4 Lunch Break

Lunch breaks will be scheduled by management to accommodate workload and must be scheduled for a minimum of thirty (30) minutes to one (1) hour. Non-exempt employees are required to take a lunch break.

5.4 Good Work Habits for Non-Exempt Employees

Clock-in on time whether reporting to work or back from lunch. Employees are prohibited from working unless clocked in.

After clocking in employees are expected to report to the work station and begin work. Personal needs, including visiting the restroom, getting water, ice, coffee, or snacks should be addressed before clocking in. Visiting the restroom, getting drinks or snacks, should be limited to lunch and break unless it is an emergency. Employees clocking out for lunch or leaving for the day should address personal needs after clocking out.

Each morning employees should review time entries for the previous day, and alert his or her supervisor if there are any issues.

5.5 Overtime

Non-exempt employees who work more than forty (40) hours in the work week, Friday noon until the following Friday noon, will be paid at the rate of one-and-one half (1 ½) times his or her normal hourly pay rate for the time worked in excess of forty (40) hours. Vacation leave, medical leave, personal holiday or bereavement are not hours worked and are not included for overtime calculation. Scheduled holidays and court leave are included as hours worked for the calculation of overtime. As an example if an employee worked thirty-five (35) hours and used eight (8) hours vacation he or she would have a total of forty-three (43) hours. That employee will be paid at the regular hourly rate for all forty-three (43) hours; overtime is calculated on hours **worked** over forty (40). If an employee worked 48 hours in four days and took eight (8) hours vacation for a total of fifty-six (56) hours. That employee will be paid eight (8) hours of overtime. Employees required to work on a scheduled holiday will be paid at two times the normal rate if they have worked a minimum of thirty-two (32) hours in the work week.

5.5.1 Prior Approval of Overtime

The Chief Appraiser must approve all overtime prior to the hours being worked. Only in rare, emergency circumstances may a Division Director approve overtime without the prior approval of the Chief Appraiser.

5.5.2 Working Mandatory Extended Hours for Non Exempt and Exempt Employees

TCAD may require mandatory extended work hours at the discretion of management. Mandatory hours apply to exempt and non-exempt employees. Refusal to work additional hours when given notice of at least forty-eight (48) hours is insubordination and will lead to disciplinary action up-to-and-including termination of employment.

5.6 Exempt Employees

Exempt employees who are not subject to the overtime provisions of the Fair Labor Standards Act (FLSA) are expected to accomplish work assignments in concert with the goals of TCAD. During certain times of the year, these expectations may require more than eight (8) hours of work per day and possibly more than forty (40) hours of work per week.

Consistent with the principles of public accountability, which indicate that paying employees for time not worked is contrary to the public interest and runs counter to the efficient use of public funds, TCAD has determined that, when an exempt employee is absent from work for less than one full work day and the employee does not use accrued leave for such absence, the employee's salary will be reduced. In each such case, a salary deduction will be made for the period of time that is equal to the employee's absence from the employee's regularly scheduled hours of work on that day. The amount of the deduction will be calculated by determining an hourly rate based on the employee's annualized salary, multiplied by the number of deficit hours at the end of the pay period. It has always been TCAD's practice to make salary deductions for absences of a full day if the time is not made up during the pay period.

A director may award administrative/exempt time to an exempt employee who has consistently worked more than eighty (80) hours per pay period. Awarding administrative/exempt time should be reserved for those employees with outstanding performance and work ethic.

5.6.1 Exempt Time Records

Although exempt employees are exempt from overtime it is important that TCAD have accurate records of hours worked and leave time used. Exempt employees are required to clock in and out.

5.7 Flexible or Compressed Work Schedules for Exempt and Non Exempt Employees

TCAD offers flexible time and compressed schedules at the discretion of the Chief Appraiser and the Division Director. Managers will inform employees in regards to his or her option for scheduling. Flexible scheduling can be amended or suspended at any time at the discretion of the Division Director, Human Resources Director, or Chief Appraiser. Employees may not work a flexible schedule during the first ninety (90) days of employment without the approval of the Human Resources Director.

Employees who have acceptable attendance and have completed ninety (90) days of employment may be given approval by the Division Director to work a non-standard schedule with the following stipulations:

1. Standard Schedule - 7:45 a.m. 4:45 pm with 1 hour lunch, a non-standard start time may be approved by the director but must fall within in the range of 6:45 am to 8:45 am. The lunch schedule may be modified but shall be no less than 30 minutes.
2. Compressed Schedule - 9/80 schedules may start work between the hours of 6:45 am and 8:45 am with a lunch break of 30, 45, or 60 minutes.

5.8 Attendance

Employment is a matter of mutual agreement. TCAD is entitled to reliable and consistent job performance from employees. An employer has a right to expect employees to be present and ready for work, when and where they are assigned. Employees are expected to be at TCAD or on official duty during TCAD business hours or to be officially excused by his or her supervisor.

TCAD shall take all necessary steps to terminate the employment of any employee who has exhausted all available leave under TCAD policy if the employee is subsequently absent from duty for two weeks. Before making a final decision to terminate employment based on absences after all leave is exhausted, TCAD shall consider the employee's eligibility for reasonable accommodation of a disability under the Americans with Disabilities Act, see chapter 10 of this manual.

5.8.1 Reporting Absences from Work

Unscheduled absences should be reported to the supervisor within one (1) hour of the scheduled start time. If the supervisor cannot be reached, the employee should speak with the operator and request transfer to an available member of management. It is not acceptable to leave a voice mail to report an absence.

Directors and Managers may report an absence by using his or her work email accessed remotely. If reporting an absence by email notify the supervisor and copy Human Resources Director.

5.8.2 Job Abandonment

An employee failing to report an absence to a member of management for two consecutive days has abandoned his or her position and automatically resigns. An employee who resigns his or her position in this manner fails to resign in good standing and will lose accrued benefits and be ineligible for rehire. The Chief Appraiser may make an exception to this policy should verifiable proof of incapacity be provided.

6 Compensation

It is the policy of TCAD to provide its employees equitable compensation in the form of pay and fringe benefits in order to attract and retain qualified individuals for all positions.

6.1 The Position Classification and Pay Plan

The Position Classification and Pay Plan is the basis for administering compensation for TCAD. Employment policies and procedures are impacted by the presence or absence of revenues sufficient to maintain the current operating demand for appraisal service by the taxing units which fund these services. Accordingly, TCAD maintains a policy of flexible allocation of employee resources to carry out agency responsibilities within the current economic environment.

6.2 Market Analysis

As deemed necessary by the Chief Appraiser, salary surveys will be conducted taking into consideration cost-of-living factors, budget effect of various alternative pay plans and other factors which may be pertinent in recommending changes in the plan for all positions at TCAD.

6.3 Position Classification

All positions are classified by title. The title is determined by the responsibility and the skills necessary to perform the functions germane to the position. No position will carry a title that has not been approved by the Chief Appraiser. All positions are located on a rate scale maintained by TCAD in accordance with title and commensurate responsibility. A position may be reclassified on the rate scale without a change in title, as dictated by changes in responsibility of the position.

6.4 New Employee Evaluation

Employee's new to TCAD or TCAD employees who move to a new position within the organization will receive a review of his or her performance to determine it meets the requirements and expectations for the position. Employees in grades one through five may be evaluated near the end of ninety (90) days of employment. Employees in grades six and up may be evaluated near the end of six months of employment (184) days. The evaluation does not prevent TCAD from releasing an employee prior to the end of the evaluation period.

6.5 Performance Evaluation and Salary Adjustments

A comprehensive evaluation is conducted at the end of the calendar year for all employees who have completed a minimum of six months of employment. Any applicable pay adjustments will be effective on the first full pay period in January. Appraisal division evaluation period will coincide with the end of field season. Salary increases are at the sole discretion of TCAD; a performance evaluation is not a promise of a salary increase.

6.6 Merit Increases

Merit increases are awarded for consistently outstanding performance. All merit increases must be approved by the Chief Appraiser and be supported by the budget.

7 Training and Education

In order to meet organizational needs, TCAD provides training opportunities to encourage high-quality performance.

7.1 Registered Professional Appraisers

All educational courses and tests required to obtain and maintain the Level IV RPA designation will be paid by TCAD. All courses must be requested in advance and approved by management. TCAD will not pay for repeated courses or tests. If an employee fails to pass a test and must retake the course or test it will be at his or her own expense. If an employee is fully apprised of enrollment in a course and does not attend, he or she will be responsible paying for the course in the future. If an employee takes a course through a provider that is not recognized by TDLR he or she will not be reimbursed for the cost of the course.

Employees who are required by the Tax Code or the Chief Appraiser to take a course will be paid while in attendance. Should a course be less than a day, or be dismissed before the end of the day, the employee is expected to return to work or to use vacation time for the rest of the day. TCAD does not pay for time spent studying.

7.2 State Licensed and Certified Appraisers

State Licensed and Certified Appraisers will receive a payment in December for maintaining his or her credentials with the Texas Appraiser Licensing and Certification Board as follows:

State Licensed Appraiser	\$400.00
State Certified Residential Appraiser	\$450.00
State Certified General Appraiser	\$500.00

7.3 International Association of Assessing Officers (IAAO) Certification

Appraisers with the following IAAO designations will receive a payment in December for maintaining one of the following credentials with the IAAO as follows:

Cadastral Mapping Specialist (CMS)	\$500.00
Personal Property Specialist (PPS)	\$500.00
Assessment Administration Specialist (AAS)	\$500.00
Residential Evaluation Specialist (RES)	\$750.00
Mass Appraisal Specialist (MAS)	\$750.00
Certified Assessment Evaluator (CAE)	\$1,000.00

7.4 Tuition Reimbursement

All regular full-time TCAD employees are eligible for consideration for tuition reimbursement.

7.4.1 Conditions of Reimbursement

TCAD may participate in the cost of courses directly related to the duties of the position currently held by the employee that enhance job effectiveness. Courses must be taken from an accredited college, university, or technical school. Courses may be taken on an undergraduate, graduate or vocational level.

Course work that fits a degree plan that will result in a degree with a major in the primary field of employment may be approved except that elective hours will not be considered until sixty (60) hours and/or an associate degree have been completed.

An employee must receive a grade of "C" or higher for full reimbursement. No reimbursement will be made for grades lower than a "C". In the event the course is not graded, a certificate of completion will be required for full reimbursement.

TCAD will not pay the cost of tuition and fees for any individual who receives assistance from other sources such as scholarships, grants or other subsidies, e.g. the G.I. Bill.

7.4.2 Procedures

Written requests to participate in the Tuition Refund Program must be completed prior to the beginning of the course. A copy of the course description from the school catalog must be attached to each application and submitted to the Human Resources Director.

Applications will be reviewed and applicants will be selected to participate in the program by the Chief Appraiser.

Approval will be granted only for specific courses for a particular semester, and no blanket approval of a program shall be granted. Any course changes must be submitted to the Human Resources Department within ten (10) days of the registration date for consideration of approval.

If an employee resigns or employment is terminated for any reason prior to receiving reimbursement, there shall be no obligation on the part of TCAD to reimburse any part of the expense.

A maximum of two courses or seven credit hours per semester may be taken for reimbursement under this program. The total amount of refund will not exceed six hundred dollars (\$600) per semester.

In the event of limited or restricted funds, approval will be granted on a competitive basis as determined by the Chief Appraiser.

TCAD is under no obligation to allow employees to take courses during regular work hours. Employees are encouraged to attend courses after regular work hours. TCAD is under no obligation to compensate employees with straight time pay, overtime pay, compensatory time or flexible work hours resulting from participation in this program. Appropriate work schedules must be arranged and specifically approved in advance by Division Director when course work is taken during regular work hours. The completion of a course of study does not obligate TCAD to advance the employee to a higher pay range or position.

8 Employee Benefits

It is the policy of TCAD to offer group insurance coverage to full-time TCAD employees. The type of coverage may include, but is not limited to, sick, dental, life, and long-term disability insurance. Optional coverage including dependent coverage may be offered as well.

8.1 Benefit Coverage and Premium Deductions

New employee coverage is effective the first (1st) day of the month immediately following the completion of sixty (60) days of employment. Any premiums an employee is required to pay for benefit coverage will be deducted from the biweekly check, twenty-four (24) times per year. An employee on leave without pay that is not covered by the Family Medical Leave Act must pay the full premium monthly by cashier's check or money order.

8.2 Employee Assistance Program (EAP)

Recognizing that personal problems of employees or family members can affect job performance, it shall be the policy of TCAD to provide employees and his or her immediate family members the opportunity to resolve these problems through access to an EAP. Long-term treatment or in-patient care may be covered by the employee's insurance program.

All regular employees and his or her household members will have access to the program. An EAP Coordinator appointed by the Chief Appraiser will make referrals to appropriate professionals. No information on program participation will be included in an employee's personnel record. The program will be managed with the strictest confidentiality.

8.3 Work Related Injuries

TCAD provides workers' compensation insurance for employees. Workers' compensation insurance provides coverage for employees in the event of certain occupational injuries or illnesses. Workers' compensation is provided in accordance with the Workers' Compensation Laws of the State of Texas and this law regulates the benefits for which employees may be eligible. For this reason, it is extremely important the employee notify his or her supervisor immediately in the event of a work-related illness, accident or injury, no matter how small. Failure to report these matters to the supervisor immediately could affect benefit eligibility and subject the employee to disciplinary action. An employee unable to work and eligible for benefits under workers' compensation may also be covered by the Family Medical Leave Act (FMLA), in which case, the FMLA time will run concurrently with the workers' compensation absence.

8.3.1 Medical Treatment

If medical attention is requested by the employee or required by TCAD, the employee must see a physician participating in the Political Subdivision Workers Comp Alliance. The physician will be required to complete a medical narrative outlining the treatment provided and any work restrictions or limitations that will be in effect for the employee. If physically able, the employee is required to return the medical narrative to the Human Resources Director by the next business day.

8.3.2 Release to Work

An injured employee is required to report back to work on the date that the treating physician lists on the release form. The employee is required to submit the physician's release form to the Human Resources Director before resuming active duty status.

8.3.3 Fraud

Fraud or misrepresentation of information concerning a workers' compensation claim is grounds for termination of employment.

8.4 Retirement

TCAD does not participate in the Federal Insurance Contributions Act (FICA). TCAD does participate in the Texas County and District Retirement System (TCDRS). Participation in TCDRS is mandatory for all full time employees. Employees contribute seven (7) percent of all earnings into the tax deferred plan; and TCAD matches those contributions at a rate that is determined by TCDRS and approved by TCAD Board of Directors annually. For specific questions about the plan visit the website at www.tcdrs.org or call (512) 328-8889.

8.5 Optional Deferred Retirement

TCAD offers the opportunity to participate in a retirement plan in addition to TCDRS. The program is provided through Nationwide. Participation in the plan may be started or stopped at any time. Contributions to the plan may be made pretax or post tax.

8.6 Medicare

TCAD does participate in Medicare; and that tax will be deducted from all pay as required by law for everyone hired after 1986.

8.7 Vacation Leave

All full-time regular employees shall accrue eight (8) hours of vacation leave per month for the first five (5) years of employment. Vacation accruals shall increase based on the following schedule:

<u>Employment Service</u>	<u>Accrual per Month</u>
Less than 5 years	8 hours
5 years but less than 10 years	9 hours
10 years but less than 15 years	10 hours
15 years but less than 20 years	11 hours
20 years or more	12 hours

8.7.1 Prorated Vacation

If the full month is not worked or not paid through vacation or other leave, the leave benefit accrual will be prorated by the number of weeks worked. In such cases one week equals one quarter of the full monthly accrual.

8.7.2 Scheduling Vacation

Vacations are scheduled at the discretion of TCAD and must have the approval of the management. Employees may not use vacation leave prior to completing ninety (90) days of employment. TCAD reserves the right to decline vacation requests due to business considerations. If a request is denied and the employee takes the time-off without approval, the time will not be paid. Giving sufficient advance notice to the supervisor will improve the opportunity for approval of the desired time. Should a holiday fall within the vacation period, the employee will be compensated for the holiday pay. Vacation shall be scheduled in quarter hour increments beginning with a minimum of one (1) hour.

8.7.3 Vacation Scheduling Restrictions

TCAD reserves the right to restrict the times of the year when vacations can be scheduled. Vacation cannot be scheduled from May 1st through Certification. Management may modify these restrictions with approval of the Chief Appraiser.

8.7.4 Continuous Vacation

No more than two (2) weeks of continuous vacation may be scheduled without the prior approval of the Chief Appraiser.

8.7.5 Vacation Calendar Year Carry-Over

No more than 625 hours may be carried over from one calendar year to the following calendar year without the prior approval of the Chief Appraiser.

8.7.6 Vacation Paid Upon Leaving TCAD

Employees who leave in good standing, with six-months or more of service, will be paid for unused vacation leave up to 625 hours. Beneficiaries of employees who die while in the service of TCAD, or die while on Military Leave from TCAD shall be paid for all unused vacation leave.

8.8 Sick Leave

All full-time regular employees shall earn eight (8) hours of sick leave per month with no accrual limit and no carry-over limit. Employees may not use sick leave prior to completing ninety (90) days of employment. Sick leave is scheduled in quarter hour increments. Sick leave may be used for conditions of the employee or family members. Sick leave may be used for doctor or dentist visits. Sick leave is not to be used in conjunction with vacation with the exception of an employee taking qualified FMLA leave. Employees suffering a serious illness requiring sick care or hospitalization may request vacation leave be changed to sick leave. An employee absent for three (3) days or more must provide a release from a health care provider upon returning to work.

8.9 Scheduled Holidays

The following paid holidays are declared official holidays for TCAD employees. A holiday falling on Saturday will be observed the preceding Friday and a holiday falling on Sunday will be observed the following Monday.

New Year's Day	January 1
Dr. Martin Luther King's Birthday observed	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Discretion of the Chief Appraiser
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th
Two Personal Holidays	Employee request

8.10 Discretionary Holiday

Solely at the discretion of the Chief Appraiser an additional holiday or holidays may be designated as official paid holidays. The determination to award an additional holiday(s) will be made annually by the Chief Appraiser.

8.10.1 Part time Holiday Benefit

Part-time employees considered as regular employees working at least 20 hours per week shall receive holiday pay on a prorated basis.

8.10.2 Absence Affecting Holiday Pay

An employee absent without prior authorization the day before or after the holiday will not receive holiday pay.

8.10.3 Personal Holiday

The personal holiday is an eight (8) hour day off that may be scheduled at a time of the employee's choosing with the approval of the Manager. The personal holiday cannot be used for less than a full eight (8) hour day. The personal holidays are earned the first pay period of the year and must be used by the close of the last pay period of the year or the time is forfeited. An employee with a hire date equal to the first scheduled workday in January will be entitled to the personal holidays in the year hired. Employees starting work after the first scheduled workday in January will not earn personal holidays until January of the following year. Personal holidays are subject to the same scheduling requirements as vacation. Employees may not use personal holidays prior to completing ninety (90) days of employment. Personal holidays will not be paid at separation.

8.11 Court Leave

If the employee is not a party to the proceedings, court leave will be granted for the purpose of appearing as a juror, witness, or other official participant in the proceedings of a legally recognized court or other body having the power of subpoena. The employee must provide a copy of the document requiring attendance in court with the leave request. Upon returning the employee must furnish from the court the date and time of dismissal. Should jury duty require a leave of absence, it will be paid leave, approved for the duration of the trial. Court Leave hours will be counted as hours worked for overtime calculation.

8.12 Bereavement Leave

Employees may request and be paid a maximum of three (3) days or twenty-four (24) hours bereavement for the death of an immediate family member (spouse, child, mother, father, brother, sister, grandparent or corresponding in-laws). Bereavement pay does not qualify as hours worked for overtime pay calculation.

9 Leave of Absence

9.1 Family Medical Leave Act

TCAD will comply with the Family and Medical Leave Act (FMLA), as amended, and its' implementing regulations. TCAD posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act as posted on Employee Bulletin Boards.

The function of this policy is to provide employees with a general description of rights under the FMLA. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resources Director in writing.

9.1.1 General Provisions

Under this policy, TCAD will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

9.1.2 Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

1. The employee must have worked for TCAD for 12 months, which need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligation.
2. The employee must have worked at least 1,250 hours during the immediately preceding 12-month period immediately before the date when the leave is requested to commence. The principles established under the FLSA determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

9.1.3 Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. For the birth of a son or daughter, and to care for the newborn child;
2. For placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;

5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces; and
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

9.1.4 Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during the applicable 12-month period. TCAD will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, TCAD will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, TCAD will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for TCAD and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may take only a combined total of 12 weeks of leave. If a husband and wife both work for TCAD and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

9.1.5 Employee Status and Benefit During Leave

While an employee is on leave, TCAD will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, TCAD will require the employee to reimburse TCAD the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, TCAD will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the Human Resources Director by the 5th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. TCAD will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, TCAD will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or TCAD may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, TCAD may discontinue coverage during the leave. If TCAD maintains

coverage, TCAD may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

9.1.6 Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in TCAD's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. TCAD may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

9.1.7 Use of Paid and Unpaid Leave

Generally, FMLA leave is unpaid leave. However, TCAD requires employees to substitute applicable accrued paid leave for unpaid leave so that the paid leave will run concurrently with the employee's entitlement to FMLA leave. In other words, TCAD requires an employee to use all applicable paid leave before the employee's leave will be converted to unpaid leave. For leave taken for the serious health condition of the employee or the employee's family member, accrued sick leave is substituted for unpaid leave followed by vacation leave. For any other FMLA qualifying reason, vacation leave will be substituted for unpaid leave.

9.1.8 Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

TCAD may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, TCAD and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with TCAD before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

9.1.9 Certification for the Employee's Serious Health Condition

TCAD will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

TCAD may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. TCAD will not use the employee's direct supervisor for this contact. Before TCAD makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, TCAD will obtain the employee's permission for clarification of individually identifiable health information.

TCAD has the right to ask for a second opinion if it has reason to doubt the certification. TCAD will pay for the employee to get a certification from a second doctor, which TCAD will select. TCAD may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, TCAD will require the opinion of a third doctor. TCAD and the employee will mutually select the third doctor, and TCAD will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

9.1.10 Certification for Family Member's Serious Health Condition

TCAD will require certification for the family member's serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

TCAD may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. TCAD will not use the employee's direct supervisor for this contact. Before TCAD makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, TCAD will obtain the employee's family member's permission for clarification of individually identifiable health information.

TCAD has the right to ask for a second opinion if it has reason to doubt the certification. TCAD will pay for the employee's family member to get a certification from a second doctor, which TCAD will select. TCAD may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, TCAD will require the opinion of a third doctor. TCAD and the employee will mutually select the third doctor, and TCAD will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

9.1.11 Certification of Qualifying Exigency for Military Family Leave

TCAD will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

9.1.12 Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

TCAD will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

9.1.13 Recertification

TCAD may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every thirty (30) days and only when circumstances have changed significantly, or if TCAD receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. For open-ended certifications, TCAD may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. TCAD may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

9.1.14 Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Human Resources Director. Within five business days after the employee has provided this notice, the Human Resources Director will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide TCAD with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with TCAD's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

9.1.15 Designation of FMLA Leave Type

Within five business days after the employee has submitted the appropriate certification form, the Human Resources Director will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

9.1.16 Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, TCAD may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

9.2 Military Leave

Members of a United States military reserve are eligible for military leave to attend annual duty or training. In order to obtain a military leave of absence, the employee must give his or her supervisor notice of the dates of annual duty and provide a copy of the military orders. An employee, whose employment is interrupted in order to serve with the United States Armed Forces, whether on active or reserve duty training, will be eligible for military leave with all rights of re-employment established under the Uniformed Services Employment and Reemployment Rights Act of 1994. The Human Resource Director should be consulted for details concerning current re-employment rights of veterans returning to

work. An employee on leave of absence is responsible for keeping TCAD informed of the expected date of return to work. It is the responsibility of the employee to pay insurance premiums during unpaid leave. If an employee is absent two weeks or less the premiums will be deducted from the biweekly paycheck check upon the return to work. In the case of an absence of more than two weeks, the employee must pay the premiums monthly with a cashier's check or money order.

9.3 General Leave of Absence

In special cases and at the discretion of the Chief Appraiser, a leave of absence may be granted without pay or benefits. An employee granted a leave of absence without pay may be eligible for COBRA continuation coverage.

A general leave of absence under this provision without pay cannot exceed thirty (30) days. If an employee is unable to return to work after thirty (30) days, they may request an extension. A request for an extension must be presented in writing prior to expiration of the current leave of absence. In no case will a leave be extended for longer than six (6) months.

10 Americans with Disabilities Act

TCAD is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act, as amended (ADA). It is TCAD's policy to provide, as outlined below, reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of his or job or to enjoy the equal benefits and privileges of employment, unless the accommodation would impose an undue hardship on the organization. TCAD prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation. This policy applies to all applicants for employment and all employees.

10.1.1 Disability

"Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

10.1.2 Reasonable Accommodation

TCAD will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for jobs and perform the essential functions of the job without any reasonable accommodation. However, there are situations in which a workplace barrier may interfere. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

10.1.3 Essential Job Functions

For each position, the job description typically will identify essential job functions. The Human Resources Division generally will review job descriptions on a periodic basis to evaluate job functions designated as essential. An employee's questions about job requirements should be directed to his or her supervisor.

10.1.4 Requesting a Reasonable Accommodation

An employee with a disability is responsible for requesting an accommodation from the Human Resources Director, or his or her supervisor, and engaging in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability.

The employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the Human Resources Director will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job.

In determining an appropriate reasonable accommodation through this interactive process, while an individual's preference will be considered, TCAD is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for TCAD.

10.1.5 Safety

All employees are expected to comply with all safety procedures. TCAD will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A “direct threat” means a significant risk to the health or safety of one’s self or others that cannot be eliminated by reasonable accommodation.

10.1.6 Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

11 Access, Security and Emergency Evacuation

TCAD controls building access to ensure safety for employees and the public. This is a shared responsibility with employees as it is incumbent upon employees to alert the proper personnel when there is a problem, safety issue, suspicious activity, threat or emergency.

11.1 Responsibility

The Finance and Facility Director is charged with the responsibility of coordinating access, control and building security policies for TCAD. Each Division Director is responsible for ensuring that proper building security policies are observed by employees in his or her division. Each employee is responsible for monitoring the security of his or her work area, computer equipment documentation files.

11.2 Facility Hours and Closings

The building is open to the public at 7:45 am and closes at 4:45 pm, Monday through Friday, unless otherwise scheduled for a public meeting or event. The facility is closed on holidays as cited in chapter six (6) of this manual.

11.3 Entry Access Control

Employees of TCAD shall be issued a key card and appropriate building keys. There is a charge of \$7.00 to replace a lost key card or key fob. An employee must use his or her card when entering the building. With the exception of the front door, all doors are locked. The front door of the building is open at 7:45 am and locks at 4:45 pm, Monday through Friday. In the event of a power outage the doors will continue to operate. All visitors to TCAD must enter through the front door and sign-in and out at the receptionist desk.

11.4 Identification Badges

Employees of TCAD shall be issued an identification badge to wear while at work and while working as a representative of TCAD.

11.5 Surveillance

Cameras are installed throughout the building. The cameras are not security cameras and are not routinely monitored.

11.6 Evacuation

Means of Egress shall be posted on the main hallways and in the divisions. If the fire alarm should sound all employees and visitors must evacuate the building immediately. Evacuated employees shall meet at the assigned area outside the building.

Fire alarm tests will be conducted annually to determine readiness of response and practicality.

11.7 Emergency Closure or Modified Hours of Operation

The Chief Appraiser will decide hours of operation during emergencies. If the Chief Appraiser determines modified hours or closure is prudent, notification will be posted on the TCAD website at: www.traviscad.org. Employees must use good judgment when determining if it is safe to drive during emergency conditions, weather or otherwise, as each person is responsible for his or own safe conduct to work.

TCAD employees scheduled to work will be paid when TCAD is closed due to emergency conditions. Pay will be determined by regular office hours, 7:45 am to 4:45 pm. and shall be no more than 8 hours per day. The calculation of time to be paid due to a delayed opening will be measured from 7:45 am to the time of opening. Employees who do not report to work for a delayed opening will not

receive pay for the delayed opening. Employees scheduled to be off will not receive pay for the emergency closing.

In case of an emergency during office hours, the Finance and Facilities Director or Human Resources Director will communicate with the Managers and Directors and determine how to best address the situation. Employees directed to seek shelter shall cease working, shut down computers and move to the inner hallway downstairs.

11.8 Medical Emergencies

Call 911 for medical emergencies. Do not take on the responsibility for transporting someone severely ill or injured to the hospital in a personal vehicle. The Human Resource Director will be responsible for contacting the employee's emergency contact.

12 Health and Safety

Safety in the workplace and while conducting business on behalf of TCAD is a critical component of employment. All TCAD employees are charged with the responsibility of working safely, as well as making sure coworkers work safely. Violations of safety policy will lead to disciplinary action up-to-and-including termination of employment.

12.1 Personal Work Areas

It is important to maintain a safe personal work area free of hazards. Employees should make sure electrical outlets are not overloaded and cords are in good working condition, report loose carpeting, and keep exits free of clutter. If food is kept in the office or desk, make sure it is kept in an appropriate container.

12.2 First Aid

Employees should familiarize themselves with the location of the first aid stations. The first floor station is on the wall under the stairway at the back of the building. The second floor station is located on the wall in the break room. Lists of employees trained in first aid, CPR and Automated External Defibrillator (AED) are posted at first aid stations and at the front desk.

Employees must treat blood and other bodily fluids as poison. Do not allow bodily fluids to come into contact with unprotected skin. Use chlorine bleach solution provided in the response kit to disinfect the area. Do not throw material soiled with blood in the general trash receptacles. Contact maintenance for disposal of soiled materials.

12.3 Medication

TCAD requires employees to use discretion when taking over-the-counter or prescription medications. Medication side effects may include drowsiness affecting productivity and ability to conduct business. Employees driving a vehicle during work must not take medication causing drowsiness.

12.4 Drug Free Workplace

The district recognizes that alcohol and drug abuse in the general population has become a concern. The object of this drug abuse policy is to provide a safe and healthy work place for all employees and prevent accidents.

12.4.1 Alcohol

TCAD recognizes that alcohol is a powerful drug. Employees should not consume alcohol at work or on TCAD premises; further no employee conducting business on behalf of TCAD should drink alcohol during his or her workday. Employees suspected of intoxication at work shall be tested, and a positive alcohol test with confirmation will be grounds for termination of employment.

12.4.2 Definition of Illegal Drug

An illegal drug is any drug or derivative thereof, the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason, as well as inhalants used illegally. Included is marijuana or cannabis in all forms.

12.4.3 Violation of Policy

Being under the influence of alcohol or illegal drugs on appraisal district property is prohibited. Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action up-to-and including immediate termination of employment:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to assist another to do so, while in the course of employment or engaged in an appraisal district sponsored activity, on premises, or on business.
- Working or reporting to work, conducting appraisal district business or being on premises or in an appraisal district-owned vehicle while under the influence of an illegal drug, alcohol or in an impaired condition.

12.4.4 Drug and Alcohol Testing

TCAD does not require drug testing as a condition of employment. TCAD will require a drug test and alcohol test for all employees involved in a work-related accident. TCAD may require an employee exhibiting suspicious behavior that could be reasonably interpreted as signs of impairment due to the use of drugs or alcohol to be tested. A positive result will be confirmed and a second positive result of the original sample will be grounds for immediate termination of employment.

12.4.5 Education and Training Programs

TCAD does not offer, nor require participation in, drug and alcoholic abuse education and training programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

12.5 Fire Arms - Weapons

TCAD Employees are prohibited from carrying in the building a handgun, firearm, knife with a blade longer than three (3) inches, or other weapon of any kind regardless of whether the person is licensed to carry the weapon. Any employee violating this policy will be subject to disciplinary action-up-to-and including termination.

13 Redress of Grievances

Any employee or former employee who has an employment complaint has the right to file a grievance according to the procedures outlined in this policy. This grievance procedure does not apply to complaints regarding discrimination or harassment. The procedures for resolving discrimination or harassment complaints are described in a separate section of this manual. Failure to timely grieve a complaint may affect the employee's ability to seek redress outside the district.

13.1 Immunity from Reprisal

No employee shall ever be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of filing a grievance or complaint or participating in the investigation of a grievance in good faith. If an employee feels that he/she is being subjected to any of the above, the employee shall have the right to appeal directly to the Chief Appraiser.

13.2 Grievance Process Steps and Time Limits

1. TCAD encourages employees to work out problems at the lowest possible level and follow the chain-of-command in pursuit of a resolution. Grievances or complaints should first be informally brought to the attention of the employee's immediate supervisor. This should occur within five (5) workdays of the event or incident which gave rise to the grievance or complaint. If the grievance or complaint is not resolved to the employee's satisfaction, the employee should proceed to bring the matter informally to the attention of the manager or director, if applicable. If the grievance or complaint is not resolved informally, the employee should proceed to Step #2.
2. At this juncture, the employee must commit the grievance or complaint to writing, and submit it to the employee's division director within seven (7) work days of the alleged incident. The division director will review the statement, meet and discuss the complaint or grievance with the employee, and render a written decision to the employee within five (5) work days. If the employee is not satisfied with the resolution, the employee should proceed to Step #3.
3. If the division director is unable to resolve the grievance or complaint to the employee's satisfaction, the employee may submit the complaint within five (5) work days of receipt of the director's response to the human resources director for review and final disposition by the chief appraiser or his/her designee. The chief appraiser will have ten (10) work days to make final disposition.

In the event that an extension of the time limits becomes necessary in any of the four levels, such an extension will be acceptable only upon agreement by all parties involved.

13.3 Grievances against the Chief Appraiser

For employees or former employees whose immediate supervisor is the Chief Appraiser, or for grievances that directly relate to the actions of the Chief Appraiser, grievances must be filed with the Secretary of the Board of Directors of the District within five (5) work days of the date of the conduct giving rise to the grievance. The Board Secretary shall provide a copy of the grievance (including any supporting documentation submitted with the grievance) to the Board and to the Chief Appraiser within ten (10) work days of receipt. The Chief Appraiser shall have ten (10) work days to provide a written response to the grievance to the Board Secretary. As soon as practicable, the Board will review the issues raised and accompanying documentation, giving it proper consideration, consistent with its legislative authority to act. The decision of the Board of Directors is final.

13.4 Grievance Submission Content

All grievances must include:

1. Employee's name, division and position;
2. The date of the event or action or failure to act that gave rise to the issues outlined in the grievance;
3. A detailed description of the situation or dispute, the alleged harm done; and
4. The relief sought.

13.5 Right to Address the Board of Directors

All current and former employees of the District have the right to address the Board of Directors of the District during public meetings. The Chairman of the Board will allow such comments during the agenda item "Citizen Communication" (or a similarly described item allowing for public comment on subjects not otherwise posted on the agenda). Except with regard to employees who are hired or appointed by, and report directly to, the Board of Directors (e.g., the Chief Appraiser), addressing the Board of Directors at a public meeting is not part of the grievance process or any appeal process, but is designed to provide an opportunity to bring general information to the attention of the Board of Directors concerning wages, benefits, hours of work, or any other conditions affecting employment with the District.

14 Separation Process

14.1 Calculation of Accrued Pay

14.1.1 Vacation Leave Paid Upon Leaving TCAD

Regular employees separating from TCAD in good standing and completing six months of service shall be paid for all unused vacation leave accumulated up to a maximum of 625 hours.

14.1.2 Medical Leave Paid Upon Leaving TCAD

Regular employees separating from TCAD in good standing and competing six month of service shall be paid at the following schedule for unused medical leave:

- 50% for the first 500 hours or a total of 250 hours
- 75% for 501 to 1000 hours or a total of 375 hours
- Maximum number of hours to be paid shall not exceed 625 hours

An employee shall not be considered to have left in good standing if the employee is dismissed or leaves employment of TCAD because of any pending investigation which subsequently reveals that a recommendation for dismissal of the employee would have resulted.

Beneficiaries of employees who die while in the service of TCAD, or who are granted military leave and die while in the armed forces on such leave shall be paid for all unused vacation and medical leave.

Upon determination by the Chief Appraiser, a resignation may be accepted effective immediately if in the best interest of TCAD, provided the employee is paid notice pay.

Regular employees who give less than a two (2) week written notice of resignation shall forfeit his or her accrued leave unless mutual agreement is reached between the Chief Appraiser and the employee.

The separation date for all employees shall be the last day of the actual work or approved leave. Terminal pay received by an employee shall not be construed to extend the employment date beyond the last day worked.

Failure to return equipment, material or other items issued by TCAD may result in a delay in terminal pay disbursement. Terminal pay may also be delayed due to any pending investigation of an employee.

Upon an employee's separation from employment through resignation, retirement, reduction-in-force, or death, the effective date of termination will be calculated to include all of FLSA compensatory time.

14.2 Settlement

TCAD will reduce the final pay by any reimbursement owed TCAD at separation. The amount of the final pay will not reduce the net pay below the hours worked times the current minimum wage. If the reduction causes net pay to fall below the minimum wage calculation, the employee will be required, before separation to make arrangements to pay the balance owed to TCAD.

14.3 Continuation of Insurance Coverage

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), an employee covered by TCAD group health, dental plan, or voluntary medical savings plan may have the right to choose to continue coverage if separation occurs under certain conditions. Employees will be notified by mail at the time of separation what those conditions are.

Dependents have specific rights under COBRA and employees are charged with notifying the Human Resource Director of changes in status for a covered dependent. The dependent will then be notified of his or her rights under COBRA. Examples of changes in status are divorce of a covered spouse, or a covered child that marries or reaches age 19 and is not a full time student.

14.4 Insurance Coverage at Retirement

Effective January 1, 2010, TCAD retirees may continue with group health coverage as defined by Texas Local Government Code Section 175.001. Retirees may choose to continue health coverage with the TCAD group plan at his or her expense until they become eligible for coverage through another group plan or are eligible for Medicare. Employees considering retirement should contact the Human Resources Director for his or her options before retirement.

14.5 Release of Information

Employment information on past or present employees will not be released to an outside party (someone not employed by or acting as an agent of TCAD) without the employee's written permission, except for the following:

1. Employment dates, position and confirmation of salary.
2. Information provided to protect the legal interests of TCAD, when TCAD believes the actions of an employee, former employee or applicant, violate conditions of employment or threatens physical harm to other employees, the employer or company property.
3. Information released to law enforcement officials in the conduct of an official investigation and at the discretion of TCAD.
4. Information provided in response to a lawfully issued administrative summons or judicial order, including a search warrant or a subpoena.
5. Information provided in response to a valid Texas Public Information Act request.

An employee who receives a request for information should never make any "off-the-record" statements regarding a current or former employee. **Direct all requests for information to Human Resources.**

Travis Central Appraisal District Personnel Policy Manual Acknowledgement

I _____ have read and understand the Personnel Policy
(please print)
Manual for the Travis Central Appraisal District, approved by the Travis Central Appraisal
District Board of Directors on December 13, 2011 to be effective January 1, 2012

Employee Signature

Date