Chapter 110. Travis County Personnel Benefits Guidelines and Procedures Manual for All Travis County Employees[1]

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[1] Chapter 10 was adopted March 28, 1995, Item 3. Amendments added through April 10, 2018, Item 21. Chapter 10 was renumbered as Chapter 110 on June 1, 2018 (approved 5/15/2018, Item 7). “Executive Manager” was changed to “County Executive” throughout May 29, 2018, Item 8.

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110.001 General Provisions

(a) This manual is a general guide for information purposes only and these guidelines do not constitute an employment contract or a guarantee of continued employment. Travis County reserves the right to change any provision of these guidelines unilaterally at any meeting of the Commissioners Court without specific notice of the potential change to the employees.

(b) No employee, department head, supervisor, official, or representative of Travis County has any authority to change any portion of this manual without the express and specific authorization to do so granted by the Commissioners Court.

(c) By virtue of executing the acknowledgement statement pertaining to these guidelines, each employee agrees, as a condition of hire and continued employment, to be bound by the above purposes and limitations in the use of these guidelines and to be bound by any changes in the terms or conditions of employment implemented by Travis County.

(d) No employee is guaranteed, by contract or otherwise, any term or condition of employment, unless it is expressly set forth in an individually negotiated and written employment contract approved by the Commissioners Court and signed by the authorized agent of Travis County. As a condition of employment, each employee acknowledges and agrees that Travis County may make changes in their terms of employment, and each employee agrees to be bound by these changes. The only effective objection an employee may make to any such changes is to resign from employment.

[Subchapter A.] Conditions of Work

110.002 Hours of Work

(a) An elected official or the Commissioners Court, through the appropriate department head, may establish reasonable work hours, safety regulations, and working conditions necessary to the county's successful discharge of its service and work requirements.

(b) The county judge or their designee has the authority to direct the county workforce not to report to work if emergency situations such as an unsafe work environment or weather conditions compromise the safety of the employees. Regular employees will be granted administrative leave and, therefore, their personal benefits will not be impacted.

(c) Regular county office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of those departments/offices whose mission requires 24-hour operations or alternate work schedules. However, the commissioners' court encourages elected officials/department heads to implement flex time schedules for their employees where it is feasible and can be done within the operating budget, without impacting service delivery.

Only with written authorization and instructions from the elected official/department head can an employee begin a flexible work schedule.

110.0023 Circumstances Associated with Expression of Breast Milk[2]

(a) In accordance with Texas Government Code, chapter 619, Travis County, Texas, supports the practice of expressing breast milk and shall make reasonable accommodations for the needs of employees who express breast milk.

(b) Travis County provides a reasonable amount of break time for an employee to express breast milk each time the employee needs to express milk. Employees should notify their supervisor as much in advance as possible of the need to express breast milk.

(1) If the employee uses regular break time to express breast milk, the time is paid time.

(2) If not, or if additional time is needed, the additional time needed is provided and the employee must use accrued paid leave time, if any; otherwise the time is unpaid.

(c) Travis County provides a place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public where an employee can express breast milk. The location is determined on a case–by-case basis. Supervisors are responsible for working with employees to identify and designate an appropriate location.

(d) If a permanent dedicated place is not available, employees should notify their immediate supervisor (or HR designee) of the need as much in advance as possible. The supervisor (or HR designee) should work with the employee to establish reasonable accommodations for break times and ensure that a place is available that meets the requirements under this section.

(e) Travis County shall not suspend or terminate the employment of an employee, or otherwise discriminate against an employee because the employee asserted rights under this section.

110.003 Exempt/Non-Exempt Status of Positions

All county positions shall be classified by the Human Resources Management Department as either exempt or non-exempt in accordance with the Fair Labor Standards Act and the department of labor regulations and guidelines, based on the duties and responsibilities in the job description.

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[2] Section 110.0023 added 9/1/2015, Item 16.

110.004 Bribery and Acceptance of Honoraria[3]

(a) Purpose. This Section is intended to replicate the provisions of Sections 36.02 (Bribery) and 36.07 (Acceptance of Honorarium) of the Texas Penal Code as a reminder to all Travis County employees that they are subject to these requirements.

(b) Definition. In this Section, "benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

(c) Bribery

(1) A person commits an offense if they intentionally or knowingly offer, confer, or agree to confer on another, or solicit, accept, or agree to accept from another:

(A) any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion as a public servant, party official, or voter;

(B) any benefit as consideration for the recipient's decision, vote, recommendation, or other exercise of official discretion in a judicial or administrative proceeding;

(C) any benefit as consideration for a violation of a duty imposed by law on a public servant or party official; or

(D) any benefit that is a political contribution as defined by Title 15, Election Code, or that is an expenditure made and reported in accordance with Chapter 305, Government Code, if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion if such exercise of official discretion would not have been taken or withheld but for the benefit; notwithstanding any rule of evidence or jury instruction allowing factual inferences in the absence of certain evidence, direct evidence of the express agreement shall be required in any prosecution under this subdivision.

(2) It is no defense to prosecution under this section that a person whom the actor sought to influence was not qualified to act in the desired way whether because they had not yet assumed office or they lacked jurisdiction or for any other reason.

(3) It is no defense to prosecution under this section that the benefit is not offered or conferred or that the benefit is not solicited or accepted until after:

[3] Section 110.004 was adopted April 10, 2018 Item 15, and became effective June 1, 2018.

(A) the decision, opinion, recommendation, vote, or other exercise of discretion has occurred; or

(B) the public servant ceases to be a public servant.

(4) It is an exception to the application of 110.004(c)(1)(A), (B), and (C) that the benefit is a political contribution as defined by Title 15, Election Code, or an expenditure made and reported in accordance with Chapter 305, Government Code.

(5) An offense under Penal Code Section 36.02 is a felony of the second degree.

(d) Acceptance of Honorarium.

(1) A public servant commits an offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant's official position or duties.

(2) This section does not prohibit a public servant from accepting transportation and lodging expenses in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent that those services are more than merely perfunctory, or from accepting meals in connection with such an event.

(3) Transportation, lodging, and meals described by 110.004(d)(2) are not political contributions as defined by Title 15, Election Code.

(4) An offense under Penal Code Section 36.07 is a Class A misdemeanor.

110.005 Solicitation

(a) An employee shall not be forced to contribute to any fund or collection. No solicitation or office collection may proceed without the approval of the elected official/department head.

110.006 Political Involvement

(a) Employees are encouraged to vote on Election Day. Elected officials/department heads shall grant a reasonable amount of time off, at full pay, to employees who wish to vote during working hours. However, employees are encouraged to vote during extended voting hours or absentee to avoid taking time away from work duties, if possible.

(b) Employees are not allowed to perform or be involved in political campaigning or related activities during their working hours, while in county uniform, or while using county property. Employees may be granted leave of absence without pay, if approved by the elected official/department head to pursue

elected public office and may be reinstated according to leave of absence policies.

(c) Employees shall not be required to participate in political campaigns or related activities as a condition to obtain, retain, or advance in employment. Additionally, employees shall not be disciplined, terminated, nor deprived of their employment for refusal to participate in political activities, or for participating in political activities while off duty and out of uniform.

110.007 Outside Employment

Employees shall not engage in other business or employment during the hours they are scheduled to work for the county. Employees under the Commissioners Court may be employed at times other than the hours they are working for the county in any capacity in a business, trade, occupation or profession as long as that employment does not interfere with their county duties and does not represent a conflict of interest, as determined by the employee's department head. Employees may notify their elected official/department head of outside employment that represents a potential conflict of interest.

110.008 Smoking[4]

Smoking is not allowed in any county-owned or leased vehicles or buildings, including restrooms and hallways. Employees should deposit their materials associated with smoking in appropriate receptacles.

110.009 Personal Property

Travis County assumes no liability for personal property brought into the workplace. Any employee who brings personal property into the workplace assumes the full risk for it should it be lost, stolen, or damaged.

110.010 Personnel Records

(a) The Human Resources Management Department will maintain employee records for each active employee. These records will contain information and forms required by law and anything authorized by the employee. The complete personnel record will be maintained at the employee's office/department. Records will also be maintained in the Human Resources Management Department on former county employees for at least two years after separation. Employee records are available in the Human Resources Management Department to the employee, any individual who has a written release from the employee, the employee's immediate supervisor, and elected official/department head of their designee. In response to requests by agencies or individuals outside the county, the Human Resources

[4] Section 110.008 Firearms or Other Deadly Weapons was relocated to 9.006 on 1/12/2016, Item 15.

Management Department and the employee's office/department will release the name, sex, ethnicity, salary, title, and dates of employment for an employee. In addition, home addresses and telephone numbers must be provided unless the employee has requested that public access not be allowed.

(b) Personnel records maintained within each office/department are subject to the same provisions as those records maintained by the Human Resources Management Department. An employee has the right, at all times to inspect any inclusion made a part of their personnel records and may, at any time, submit work history information that will be included into their personnel records. No inclusion shall be made without the review and knowledge of the employee.

110.011 Withholding of Wages

The county auditor has the authority to withhold wages from an employee's paycheck if the employee owes the county for money, goods, or services. At the discretion of the county auditor, the employee may be allowed to make arrangements to cover their debt to the county.

110.012 Licenses/Certifications

(a) Employees must obtain and maintain all licenses and certifications that are legally required to do the duties of the position for which they are hired. If a legally required license or certification of an employee is suspended, that employee must report the suspension to their supervisor and department head in writing within one business day after the employee becomes aware of the suspension. Any employee who does not maintain all licenses and certifications that are legally required to do the duties of the position for which they were hired is not eligible to be compensated for the period during which the license or certification is suspended, unless the employee has accrued vacation or compensatory time and is prohibited from operating or using any county equipment for which the licenses or certifications are required.

(b) If the legal requirements for licenses or certifications change after an employee is hired, the employee must fulfill the new requirements before they become effective. Travis County may notify employees of changes in legal requirements applicable to their positions and may assist regular employees to comply with the new requirements. If an employee is not successful in complying with the new requirements, elected officials and department heads may, at their option, terminate that employee or consider that employee for other positions or assign that employee tasks not requiring the license or certification if any are included in the duties of the position for which that employee is hired.

(c) Elected officials and department heads may, at their option, adopt procedures to assist in uniform application of this condition of employment within their

departments. If procedures are adopted, copies should be provided to the Human Resources Management Department and the county attorney.

[Subchapter B.] Employment and Staff Development

110.013 Purpose[5]

(a) The county is an equal employment opportunity (EEO) employer. The county shall conduct its employment activities (i.e., selection, promotion, demotion, transfer, training, and separation). In accordance with federal, state, and local EEO laws and regulations that affect the county. There will be no discrimination in selection and advancement based on sex/gender, race, color, religious beliefs, national origin, age, sexual orientation, gender identity and expression or disability.

(b) To ensure compliance with the Fair Labor Standards Act and to promote employment opportunities to as many persons as possible, Commissioners Court should be notified by the Human Resources Management Department, through the weekly personnel amendments, when an employee holds more than one temporary or regular position.

110.014 Employment[6]

(a) Selection of regular employees should be the responsibility of each elected official or department head. The Human Resources Management Department may provide assistance to department heads and elected officials to promote appropriate hiring and employment procedures being completed for each new employee.

(b) If the hiring office or department wishes to recruit through a newspaper advertisement or other targeted recruitment methods, the Human Resources Management Department is available to provide assistance. This may include, but not be limited to, professional journals, selected WBE/MBE networks, radio, and cable broadcasts.

(c) A new job bulletin is produced and printed weekly for distribution each Monday. Positions are posted from Monday through Friday except on occasions when holidays occur.

(d) The Human Resources Management Department accepts applications for currently advertised positions until the close of business on the deadline date.

(e) After the deadline, applications are processed, and a list is prepared of the persons applying for each job. The hiring office or department is notified when its applications are ready to be picked up.

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[5] 110.013(a) replaced 8/16/2022, Item 25.

[6] Section 110.014 was amended on 9/16/1997, Item 7.A

(f) The Human Resources Management Department offers the service of pre-screening applications upon request. An office or department requesting this service should notify the Human Resources Management Department at the time the position is posted.

(g) The Immigration Reform and Control Act of 1986 requires all new employees to provide proof of identity and eligibility to work in the United States. New employees who have not satisfied the above conditions before or during new employee orientation will not be placed on the county's payroll. It is the duty of the Human Resources Management Department to see that the county complies with this law. This does not apply to county employees who are transferring between county departments or offices without a break in service.

(h) The final stage of the selection process occurs when new employees sign up for their insurance and other county benefits at a new employee orientation session, which is held weekly. Attendance is required before an employee will be placed on the county payroll.

110.015 Employment of Temporary Employees[7]

(a) Temporary employee is defined in section 110.076.

(b) Temporary employees may be Full--time or Part--time.

(c) A temporary employee may not continue to work for more than six months, unless approved, in advance, by the Commissioners Court. Temporary employees are not guaranteed continued employment, and may be terminated, without notice, at any time. The Reduction--in--Force Policy, section 110.017, does not apply to temporary employees.

(d) A temporary employee authorized by Commissioners Court to work longer than six continuous months, is required to contribute into the Texas County and District Retirement System (TCDRS), unless otherwise specified by Commissioners Court. If the temporary employee is normally and regularly expected to work more than six continuous months when hired, both Travis County and the temporary employee are required to contribute to TCDRS from the first day of employment and the department must allocate a sufficient budget for the cost, unless otherwise specified by Commissioners Court.

(e) Temporary employees must be assigned a classification and pay range. Temporary employees may be paid greater than entry salary of the appropriate range based on completion of a compensation matrix as allowed by the Travis County Code.

(f) Benefits for Temporary employees are described in section 110.046 through 110.052.

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[7] 110.015 was replaced 5/19/2015, Item 16 Revised. Replaced 110.015 became effective 5/19/2015 along with amendments to 110.046, 10.461, 110.0462, 110.047-110.051, and 110.076.

110.0155 Employment of Special Project Employees[8]

(a) "Special Project" means an initiative or one-time effort with specific goals, defined tasks, completion criteria, and timelines that is approved as a "Special Project" by the Commissioners Court. This initiative includes the development of programs or processes to meet County business needs like the conversion of an information technology system but does not include the continuing support of an on-going County activity.

(b) "Special Project regular employee" means an employee hired for any position that is designated as a Special Project position by the Commissioners Court approval, and may be either full-time, or part-time.

(c) The Commissioners Court may designate certain full-time positions as Special Project Positions. The Commissioners Court considers the following criteria in designating positions as Special Project positions:

(1) Whether the duration of the following is expected to last more than 6 months and less than 2 years

(A) The Special Project as a whole and

(B) The need for the position to perform duties related to the completion of a Special Project

(2) Whether the position accommodates a temporary increase in workload or a planned initiative, rather than providing continuing support of an on-going County activity

(3) Whether the initiative has specific goals, defined tasks, completion criteria, and timelines

(d) A department or office responsible for completion of an initiative that qualifies as a Special Project may request that the initiative be designated as a Special Project and that the employees needed to complete the initiative be designated as Special Project employees during the annual budget process or in extenuating circumstances at any voting session of the Commissioners Court. The request should include the following information:

(1) A description of the initiative which defines its goals, objectives, and tasks

(2) A statement of the expected duration of the project

(3) The number of employees needed and the skills level required for each employee

(4) The fiscal impact of the initiative and

(5) Any other relevant information necessary for the Commissioners Court to make its decision.

[8] Section 110.0155 was added 4/23/2002, Item 13.A.

(e) The Commissioners Court review and fund new and continuing Special Project requests annually. The Commissioners Court may approve Special Project Positions for a specified limited duration for temporary projects expected to last from six months to two years. The employees in these positions are regular employees eligible for the following benefits: retirement; deferred compensation; group health, dental, life and disability insurance; leave accruals for vacation, sick, and personal holidays; and Employee Assistance Program (EAP). Special Project regular employees have no guarantee of continued employment and may be terminated, without notice, at any time prior to the project ending date. The County's Reduction-in-Force Policy, 110.017, does not apply to Special Project regular employees.

110.016 Nepotism

(a) The members of the Commissioners Court and other elected officials are prohibited by Texas law from appointing, voting on or confirming the appointment to any office, position, clerkship, employment or duty of any person related to that official within the second degree of affinity or the third degree of consanguinity unless that person was continuously in the position for at least one year before the election of the related member of the Commissioners Court or the elected official.

(b) Relationships by affinity are those created by marriage. Relationships of consanguinity are "blood kin." The number of degrees of affinity or consanguinity are determined by the number of "begots" between the 2 persons involved. In order to determine this, it is necessary to find the nearest common ancestor shared by the officer and the person to be hired and count the begots. For example, a man is related to his nephew in the third degree of consanguinity because his father begot him, his father begot his brother, and his brother begot his nephew. Three begots, therefore, three degrees. The wife of this man is related to his blood relatives by marriage and the degree of the relationship is determined in the same way that the husband's relationship to them is determined. Therefore, the man's wife is related to his nephew in the third degree of affinity. The man would have a problem with nepotism because he is within the third degree of consanguinity. His wife would not have a problem with nepotism because her relationship to the nephew is not within the second degree of affinity.

110.017 Reduction-In-Force[9]

(a) It is the intent and desire of the Commissioners Court to invoke this guideline only when there is a need to reduce staff due to budgetary requirements and to promote governmental efficiency.

[9] 110.017 was amended 6/27/1995, Item 3.

(b) It is also the intent of the Commissioners Court to attempt to place those affected employees into positions for which they are qualified in the same or other County departments as determined by the Elected/Appointed Official.

(c) Reduction-in-Force (RIF) is a reduction in the number of positions allocated to a department because of reduction in budget or workload. This includes the reduction or termination of grant funding. The Director of the Human Resources Management Department will provide notice to the Commissioners Court 120 days prior to the expiration of grant funds.

(d) An official written notice of a RIF should be transmitted from the Commissioners Court to employees affected by a RIF at least 90 days prior to effective date of separation. The RIF notice should include the effective date of separation. If a position is vacant at the time the Commissioners Court anticipates or decides to eliminate it, then the RIF notice shall be sent to the Elected/Appointed Official or county executive responsible for that position. Such notice shall be effective against any employee subsequently placed in the empty position as if the notice had been given to the employee personally on the date it was received by the Elected/Appointed Official. Failure to provide notice at least 90 days prior to the effective date of separation shall not affect the effective date of separation.

(e) The County will award a minimum of 90 days of combined employee benefits, salaries, and outplacement assistance, such as job counseling and resume development (to employees released through a RIF) for each position which is eliminated as a result of a RIF. The 90 days of benefits shall begin on the date of receipt of the notice that the position is being eliminated. The benefits attach to the position, not to the employee. Therefore, if a new employee is placed in a position after the date on which the RIF benefits have begun, such new employee shall be entitled to such benefits only for the portion of the 90 day period allocated to that position. If an employee leaves a position for any reason after the date on which the RIF benefits have begun, the right of the employee to receive such benefits shall cease on the date of their departure.

(f) When a RIF employee is placed in another County position, the following are the guidelines:

(1) Placement at the same classification level will result in no salary change for the employee.

(2) Placement at a higher classification level will result in a promotional increase as indicated by the current promotional procedure.

(3) Placement at a lower classification level may result in a salary decrease [the same as the demotion procedure found in 110.030 (c) (1) and (2)]. However, an analysis of the employee's qualifications (see 110.027 (b) (1) to (4) will be made in an effort to maintain the income level of the affected employee. The salary of the employee should be

in line with other incumbents within the department functioning in the same classification. [10]

(g) Under no circumstances can a position exceed the maximum rate of pay for its classification without approval by the Commissioners Court.

(h) An employee affected by a reduction-in-force whose position is reinstated by the Commissioners Court within six months from the effective date of separation, shall be afforded the opportunity to be reinstated with no loss of benefits, and at their old rate of pay.

110.018 Reemployment[11]

(a) Purpose. The purpose of this policy is to identify the eligibility for reemployment with the County and for receipt of benefits after reemployment.

(b) Definitions. In this policy:

(1) Regular employee: An employee, hired by the County for whom there is no termination date specified at the time of employment or whose specified termination date has passed, who is eligible for employee benefits, and who usually works more than 19 hours per week.

(2) Former regular employee: A person who was previously employed by the County or any of the elected or appointed officials in Travis County.

(3) Retiree: A former regular employee of the County who is receiving an annuity from the Texas County and District Retirement System based on service to County.

(4) Reemployment: Rehiring of a former regular employee, who resigned, was terminated or was laid off due to a reduction in force (RIF) and the rehiring of a retiree.

(c) Policy

(1) This policy applies to both a former employee and a retiree who seeks reemployment with County as a regular employee.

(2) County requires a regular employee to participate in TCDRS. A former regular employee who is reemployed must continue their membership with TCDRS and must contribute to that system as legally required. A retiree who is reemployed and continues to receive an annuity from TCDRS must establish a new membership with TCDRS and must contribute to that system as legally required, based on reemployment status.

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[10] See Chapter 114 Classification & Cash Compensation adopted 9/15/2015, Item 14.

[11] Section 110.018 was replaced 3/7/2006, item 6.

(d) Process and Procedure

(1) A regular employee who is planning to retire must complete the Travis County Retiree Declaration and Authorization form at the time of submitting a letter of retirement.

(2) In addition, a regular employee who is planning to retire may not seek, make, or have an agreement, promise or have an understanding about being reemployed after retirement, or be given a preferential status related to being reemployed with any elected or appointed official, employee or representative of the County.

(3) A retiree who applies for reemployment with the County must have a break in service of at least ninety (90) days, between the last date on which salary or benefits are paid to that retiree through the payroll system and the date of submitting an application or being considered for reemployment or being offered a position as a regular or temporary employee.

(4) Neither a former employee nor a retiree is guaranteed reemployment with the County. All applicants, including former employees and retirees, shall receive equal employment opportunity for each position.

(5) To be considered for a position, a former employee or retiree must comply with the County employment application process and submit information required of applicants who are not former employees or retirees. A former employee or retiree is not eligible to apply for positions only open to current employees.

(e) Determining Pay. When a former employee or retiree is reemployed, the employee's salary is determined in accordance with the County's policy for determining pay without considering the amount that they were paid while previously employed by County.

(f) Employee Benefits

(1) A former employee, who is reemployed, is eligible for the same benefits on the same terms as any other new regular employee who was not previously employed by the County. A former regular employee who is reemployed, is not entitled to a reinstatement of any accrued leave benefits that were not paid at separation or increase in the accrual amount of any leave benefit resulting from longevity that existed when the former employee separated from the previous employment with the County. For example, no service credit for accrual of vacation and calculation of longevity applies unless one of the exceptions in the Reduction in Force policy (RIF) applies.

(2) A retiree, who is reemployed, is eligible for the same benefits on the same terms as any other new regular employee who was not previously employed by County except that a retiree who is participating in a retiree insurance benefit program is eligible to

continue the health benefits in which the retiree is participating as an employee benefit without a waiting period if the retiree is reemployed in a regular position that has these associated benefits.

(3) A retiree, who is reemployed, is not entitled to a reinstatement of any accrued leave benefits that were not paid at retirement or increase in the accrual amount of any leave benefit resulting from longevity that existed when the former regular employee retired from the previous employment with the County. For example, no service credit for accrual of vacation and calculation of longevity applies unless one of the exceptions in the Reduction in Force policy (RIF) applies.

(4) A retiree who is reemployed, as a regular employee in a position that has health associated benefits is eligible for retiree health insurance upon separation from the position. Retiree benefits are described in the county retirement policy.

110.019 Training and Development[12]

(a) Travis County is committed to developing a highly qualified staff, and intends to provide training and development opportunities that:

(1) Align with employee and county future needs;

(2) Assist employees with meeting the County's mission, vision and goals;

(3) Ensure that employees are aware of legal requirements with which the County must comply;

(4) Encourage a safe workplace;

(5) Mitigate the County's risk;

(6) Encourage a culture of

(A) Equity, fairness and respect

(B) Financial sustainability

(C) Operational excellence

(D) Leadership in innovation

(7) Prepare employees for new or increased responsibilities; and

(8) Provide opportunities for individual growth, promotion, development, and self-fulfillment

(b) Travis County employees may also be requested to complete annual compliance trainings as part of their performance goals.

110.0191 Leadership Training-Funding Guidelines[13]

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[12] Section 110.019 was amended February 26, 2019, Item #14.

[13] Section 110.0191 added February 7, 2012, item #8.

110.0192 Purpose[14]

The purpose of this policy is to benefit Travis County and the community by providing an opportunity for county employees to participate in leadership training as funds are available and to provide written guidelines for consideration in awarding of those funds. This program is separate from the Tuition Refund Program and will not overlap.

110.0193 Program Criteria[15]

(a) Eligibility

(1) All Travis County employees are eligible to apply for financial assistance to attend a leadership-training program.

(2) Any department or group of employees may also apply for financial assistance to sponsor an in-service leadership program.

(b) Program Content. The program should offer training and skills to the participant, which would result in direct benefit to Travis County by providing the following:

(1) Training or improving the leadership skills and abilities of the participant.

(2) Networking opportunities with other community leaders on community issues.

(3) A curriculum, which includes issues such as

(A) community projects,

(B) diversity,

(C) public service,

(D) employee development,

(E) organizational development,

(F) leadership skills, and

(G) empowerment; and

(4) the opportunity for applicants to learn about broad-based community issues that affect Travis County citizens and to interact with individuals in the public and private sectors.

110.0194 Application Process[16]

(a) The employees or department shall submit a Memorandum of Request to the Human Resources Management Department (HRMD) which includes:

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[14] Section 110.0192 added February 7, 2012, item #8.

[15] Section 110.0193 added February 7, 2012, item #8.

[16] Section 110.0194 added February 7, 2012, item #8.

(1) employee's name and department.

(2) name of the program.

(3) program curriculum.

(4) total costs of the requested program,

(5) comprehensive explanation of the benefits their attendance would have for Travis County.

(6) supervisor and elected or appointed official's Statement of Support, and

(7) supervisor's approval if requested attendance is during regular work hours.

(b) All applicants are encouraged to pursue program scholarships and/or departmental training funds prior to submitting an application and to provide evidence of that attempt with the application.

(c) All applications should be pre-approved prior to beginning a program. Failure to get pre-approval could negatively impact the funding decision.

110.0195 Awards[17]

(a) Final awards will be made by Commissioners Court, and sole discretion remains with the Travis County Commissioners Court.

(b) Disbursement of Funds

(1) Awards will be paid directly to the organization sponsoring the program unless the employee has paid the fees and is seeking reimbursement. All requests for reimbursement must include necessary documentation of payment and be submitted within 30 days after payment was made to the organization.

(2) All employees are required to complete their program. Employees who fail to complete programs for which they have received awards will be required to reimburse the county unless there are major compelling reasons for non-completion, as determined by the Travis County Commissioners Court.

110.0196 Amount of Allocation[18]

Each employee who applies for an award under this policy will be eligible to receive an award that will cover 80 percent of tuition and fees up to $800 per employee, per fiscal year.

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[17] Section 110.0195 added February 7, 2012, item #8.

[18] Section 110.0196 added February 7, 2012, item #8.

110.020 Tuition/Fee Reimbursement Program[19]

(a) Purpose. The purpose of the tuition reimbursement program is to improve public services through the enhancement of skills of the public servant, and retain qualified and highly motivated personnel through the extension of an additional benefit.

(b) Program Administration

(1) Employee Responsibility

(A) The employee seeking reimbursement through the Tuition Reimbursement Program is responsible for reviewing the policy or contacting the Human Resources Management Department (HRMD) to determine whether the employee, school, course, and expense are eligible. This should be done before registering for the class, but no later than the first day of class or start of the course, whichever is earlier. This ensures that qualifications for the program are met.

(B) The employee is also responsible for complying with the procedures for Tuition Reimbursement, including submitting course descriptions, degree plans, itemized receipts, grade reports, and other required documentations in accordance with the deadlines provided in 110.022.

(C) Employees are encouraged to notify their supervisor of their program participation.

(2) Management Responsibility. Supervisors and Managers are responsible for informing employees who report to them about the Tuition Reimbursement Program and directing employees who express an interest in the Tuition Reimbursement Program to HRMD.

(3) Human Resources Management Department Responsibility. HRMD is responsible for administering the program including assisting employees, determining whether eligibility requirements are met, processing reimbursements, submitting approved reimbursement, managing exceptions to the policy and processing requests to the Auditor's Office.

110.021 Program Eligibility[20]

(a) Employee Eligibility

(1) To participate in this program, an appointed/elected official, or a regular, full-time employee at the time of the request must:

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[19] Section 110.020 was amended February 28, 2012, Item 5; December 19, 2017, Item 25; and January 8, 2019, Item 11.

[20] Section 110.021 was amended 2/28/2012; Item 5; on 12/19/2017, Item 25; and on 1/08/2019, Item 11.

(A) be employed by Travis County continuously for at least six months before starting the course and requesting reimbursement and

(B) be actively employed at the time of reimbursement.

(2) Temporary and part-time employees are not eligible to participate in the program.

(b) School Eligibility. The school must be an accredited college, university, or technical school that is located within the United States or an accredited program for Texas High School Equivalency. Accreditation will be verified by HRMD.

(c) Course Eligibility

(1) Courses may be undergraduate or graduate level, and must be directly related to either the employee's current position and duties or part of a degree plan which relates to a specific degree as noted in a Travis County job description.

(2) Courses must be for the General Education Diploma (GED) or other Texas- approved high-school diploma courses.

(3) Courses must be for college credit. Continuing Education Courses and Developmental Courses are not eligible for the Tuition Reimbursement Program.

(d) Expense Eligibility

(1) Only expenses both directly associated with a specific course and actually paid by the employee are reimbursed by Travis County. If tuition or required fees are waived by the school or reimbursed or paid for by someone else (i.e. company, organization, scholarship, etc.), they are not eligible for the Tuition Reimbursement Program.

(2) Fees that are not necessary to enroll in the course or could have been avoided (i.e. late fees, parking fees, graduation fees, etc.) are not eligible for the Tuition Reimbursement Program.

110.022 Tuition/Fee Reimbursement Rates, Funding, Deadlines[21]

(a) Reimbursement Rates. The maximum lifetime reimbursement per employee is $10,000 with up to $2,000 issued per calendar year. An employee earns reimbursement of 80% of the tuition and required fees, up to the employee's yearly reimbursement cap, by

(1) Completing the course with a grade of C- or better (70-100) or

(2) Completing and passing “pass/fail” courses.

[21] Section 110.022 was amended 2/28/2012, Item 5; on 12/19/2017, Item 25; and on 1/08/2019, Item 11.

(b) Funding. The Tuition Reimbursement Program is funded during the budget process and is approved by the Commissioners Court each year.

(c) Deadlines

(1) To participate, employees must create and submit per HRMD guidelines a Tuition Reimbursement Request with detailed course and school information no later than 14 calendar days after the first day of class or starting the course.

(2) For approved courses, employees must create and submit via HRMD instructions a Payment Request, itemized receipts for tuition and fees and a copy of their official grade report within 30 calendar days after the employee receives the grade or no later than 90 days after course completion, whichever is earlier.

(d) Taxation. Reimbursements under the Tuition Reimbursement Program may be considered taxable income to the employee based on IRS regulations.

(e) Reimburse Back to County. Individuals who voluntarily separate from the County within 12 months of receiving tuition reimbursement may be requested to reimburse the County for all funds received within the preceding 12 months.

110.023 Literacy Services

(a) Travis County offers all regular employees the opportunity to receive literacy services, free of charge, offered through Travis County adult literacy council.

(b) Travis County and affected employees will benefit from having this tutoring available. Travis County employees will gain self-sufficiency; will be able to become more promotable and productive employees.

(c) The Travis County human resources department will make employees aware of the program.

(d) To encourage participation, two (2) paid hours off from the work-site per pay period is allowed for tutoring time. The time off will be coordinated confidentially with the department heads. The affected department head will have final authority in awarding the two hours. If operational needs do not allow the employee time off, department heads are encouraged to use flexible scheduling to make the literacy support more accessible to employees.

(e) The adult literacy council will evaluate and determine the appropriate method based on client's needs. This program is set-up as a one to one tutoring method to help the students move at their own pace toward the students own learning goals.

(f) Travis County will provide the materials necessary at no expense to the employee (approximately $30 per student).

(g) The literacy council will provide the county with confidential statistical information on utilization of the program.

(h) The county will also promote the program to help gain volunteers through the volunteer center, Supervision and Corrections Department (Community Service Resolution Program), and other county employee volunteers.

Subchapter C. Reserved for Expansion[22]

110.024 - 110.034 [Reserved for Expansion]

[Subchapter D.] Employee Benefits

110.035 Purpose[23]

It is the intent of the county to provide all regular employees with a competitive benefit package. The Commissioners Court determines the level of benefits that will be provided based on the financial resources of the County. Employee benefits are subject to change at any time by order of Commissioners Court through the budgetary process.

110.036 Vacation Leave[24] [25] [26]

(a) Purpose. Travis County recognizes that employees need to have time away from work for a variety of purposes including rest, relaxation, and attending to personal business that must be conducted during normal business hours. The County has established this vacation leave policy to allow employees the flexibility of scheduling time away from work, while still meeting the needs of the County.

(b) Accrual

(1) The employee's vacation leave accrual rate is based on years of continuous service with the County. Regular, full-time employees accrue vacation leave at the following rates:

0-5 years	4.0 hours per pay period
6-10 years	4.5 hours per pay period
11-15 years	5.0 hours per pay period

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[22] Subchapter C, sections 110.024 through 110.034, was repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

[23] Section 110.035 was amended 7/5/11, Item 20.

[24] Section 110.036 was amended 6/26/2012, Item 11.

[25] Section 110.036 was amended 6/20/17, Item 17 Revised. The effective date of the order is October 1, 2017. The order increased vacation maximum from 240 to 400 hours and vacation compensation at separation from 160 unused hours to 240.

[26] Section 110.036(e) was amended 8/18/2020, Item 16.

16-20 years 5.5 hours per pay period

21+ years 6.0 hours per pay period.

(2) Regular, part-time employees accrue vacation leave on a pro-rated basis. The rate is based on the rate for that employee's number of years of service multiplied by the number of hours in that employee's regularly assigned weekly work schedule and divided by 40.

(3) Each pay period's accrual is available for use on the subsequent pay period or thereafter, subject to the maximums in this policy

(c) Maximums

(1) Regular employees may accrue up to 400 hours of vacation leave.

(2) Maximum vacation leave is subject to review by the Commissioners Court no later than September 30, 2020.

(d) Usage

(1) Employees must request and obtain approval from their supervisors before using vacation leave. Vacation leave is granted to the employee at the discretion of the Elected Official, County Executive, Department Head, or designee, who gives due consideration to the needs of the department and the ability of the remaining staff to perform the necessary work of the County.

(2) Vacation leave may not be used in increments less than one-hundredths of an hour.

(e) Pay. Upon separation from the County, or upon the reclassification from a Regular employee to a Temporary employee, the employee is compensated for up to 240 hours of unused accrued vacation leave at their final rate of base pay.

110.037 Sick Leave[27] [28]

(a) Purpose. Travis County recognizes that employees need to have time away from work when they are ill, need to seek medical attention, or need to provide care for a family member who is ill or needs assistance in getting medical attention. The County has established this sick leave policy to allow employees the flexibility to attend to these needs, while still meeting the needs of the County.

(b) Accrual

(1) Regular, full-time employees accrue 4 hours of sick leave per pay period.

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[27] Section 110.037 was amended 6/26/2012, Item 11.

[28] Section 110.037(e) was amended 8/18/2020, Item 16.

(2) Regular, part-time employees accrue sick leave on a pro-rated basis. The rate is based on 4 hours multiplied by the number of hours in that employee's regularly assigned weekly work schedule and divided by 40.

(3) Each pay period's accrual is available for use on the subsequent pay period or thereafter.

(c) Maximums. There is no limit on the amount of sick leave that an employee may accrue.

(d) Usage

(1) The Elected Official, County Executive, Department Head, or designee should authorize the use of sick leave when an employee is unable to perform work due to the employee's illness, injury, medical appointments, other medical issues, or when the employee needs to assist the employee's immediate family with any of these medical issues.

(2) An employee must obtain approval from their immediate supervisor prior to attending non-emergency medical appointments that are scheduled during the employee's normal working hours.

(3) An employee must follow their department's notification procedures when the employee cannot report to work as scheduled due to unexpected medical issues.

(4) Sick leave may not be used in increments less than one-hundredths of an hour.

(e) Pay. Upon separation from the County, or upon the reclassification from a Regular employee to a Temporary employee, the employee is compensated for 50% of the unused accrued Sick Leave, with a max payment equal to 240 hours, at their final rate of base pay.

110.0371 [Catastrophic Sick Leave Pool] General Provisions and Establishment[29] [30]

(a) General Provisions

(1) Effective Date. Sections 110.0371 through 110.0379 are effective upon adoption by the Commissioners Court.

(2) Construction. Sections 110.0371 through 110.0379 shall be construed liberally to accomplish their purpose.

(3) Severability. If any provision of sections 110.0371 through 110.0379 or the application of them to any person or circumstances is held invalid,

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[29]Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0376 and 110.0378 amended 6/26/2018, item 17.

[30] Section 110.0371(c) amended 8/18/2020, Item 16.

the validity of the remainder of sections 110.0371 through 110.0379 and the application of them to other persons and circumstances shall not be affected.

(b) Authority. Sections 110.0371 through 110.0379 are adopted by the Commissioners Court acting in its capacity as the governing body of Travis County under the authority granted to it under Texas Local Government Code Annotated sections 157.071-157.075 (2014).

(c) Purpose. The purpose of these sections are to create a catastrophic sick leave pool (CSL Pool) to allow Full-time Employees to voluntarily contribute Accrued Leave into the CSL Pool so that they may apply for and receive leave from the CSL Pool after exhausting all accrued paid leave because of their own catastrophic injury or illness or that of an immediate family member, or because of catastrophic illness related to a pandemic. (*See* Immediate family member definition 110.076 (a)(7).)

(d) Designation of Administrator. The Administrator of the CSL Pool is the Director of the Human Resources Management Department (HRMD).

110.0372 Definitions for Sections 110.0371 through 110.0379[31] [32]

In sections 110.0371 through 110.0379, the following terms have the meaning adjacent to them:

(1) Accrued Leave. Either accrued sick leave or accrued vacation leave earned by the employee.

(2) Catastrophic Illness or Injury. A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the individual which has resulted in a life threatening condition and / or has a major impact on life functions. Such life functions shall include, but are not limited to, the loss of physical senses, the loss of physiological processes, or the loss of limb. Leave taken on an intermittent basis which does not require the employee to be absent from work for a period of at least seven days does not qualify. A health care provider, as defined below, must certify the catastrophic condition.

The catastrophic illness or injury must:

(A) present for a minimum of seven consecutive calendar days; and

(B) require continuous or on-going medical treatment or rehabilitation by a health care provider for an extended time; and

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[31] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0376 and 110.0378 amended 6/26/2018, item 17.

[32] Section 110.0372(2)(E) added 8/18/2020, Item 16.

(C) be characterized by the sudden onset of symptoms which can be life threatening, or can cause significant or serious impairment or disability; and

(D) be incurable or so serious as to significantly interfere with the ability of the employee or an immediate family member to perform with reasonable continuity the material duties of their job for 30 consecutive days or longer, and includes complications that requires one or more of the following:

(i) hospital care like inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to that care, or

(ii) supervision due to an incapacity for a permanent or long-term condition for which treatment may not be effective, like a severe stroke or heart attack or the terminal stages of a disease, or

(iii) multiple treatments by a health care provider for a non-chronic condition when the treatments results in an absence from work, such as chemotherapy or radiation for cancer or therapy for organ transplant, but

(iv) does not include conditions like elective surgery, a broken limb, cold or flu or allergy, some routine types of surgery, such as orthopedic, appendectomy with minor or no complications.

(E) During a county disaster declaration and in response to a pandemic, a catastrophic illness will also be:

(i) A confirmed positive case of the pandemic related disease resulting in the employee being unable to work or telework; or

(ii) Confirmed exposure to a positive case the pandemic related disease in the Travis County workplace resulting in the employee being unable to work or telework.

(3) Catastrophic Sick Leave (CSL). Leave from the CSL Pool that may be transferred to the credit of an employee.

(4) CSL Pool. The catastrophic sick leave pool which is funded by contributions of Accrued Leave made by employees. It is maintained as the number of hours of Accrued Leave contributed minus awards of CSL made to qualified employees.

(5) Health Care Provider. A licensed professional who is legally certified to carry out the process of providing health treatment to patients. Includes physicians, podiatrists, dentists, and clinical psychologists authorized to practice in the State and performing within the scope of their practice as defined under State law or any health care provider that is

recognized by the employer or accepted by the group health plan (or equivalent plan) of the employer.

(6) Full-time Employee. A person hired by the County without limitation as to duration of employment, who is eligible for employee benefits, and who has physically worked for an average of the designated full-time hours per week for the 12 months before the date of contribution. (i.e. If the County defines full-time as a minimum of 30 hours per week, and an individual works 30 hours, then the designation is full-time).

110.0373 Coordination with Other Benefits and Policies[33] [34]

(a) Family Medical Leave. All eligible events that qualify for Family and Medical Leave (FML) may not qualify as a Catastrophic Illness or Injury; however a Catastrophic Illness or Injury may qualify as FML. If the employee is eligible for FML, all days away from work as a result of Catastrophic Illnesses or Injuries must be counted against the employee's FML entitlement.

(b) Workers' Compensation. Employees who have applied for or are eligible to receive Workers' Compensation benefits may not use CSL.

(c) Short and Long Term Disability. Hours from the CSL Pool will be considered in the same way an employee's use of accrued sick leave hours are considered in determining eligibility for employees who are participating in the short and/or long term disability benefits.

(d) Grievance Policy. Denial of CSL is not grounds for filing a grievance. CSL is not a right and is awarded based on availability of CSL in the CSL Pool and the eligibility of the employee as determined by the Administrator.

110.0374 Contributions to CSL Pool[35] [36]

(a) Effective Date of Contributions. Contributions made during open enrollment are effective and transferred out of the employee's Accrued Leave balances on October 1st of each fiscal year. Contributions made when the person is ceasing to be a county employee for any reason are effective on the day prior to the employee's termination date. The balances are transferred as part of the employee's termination pay process.

(b) Contributor Eligibility. To be eligible to make any contribution, an employee must have been employed full-time by Travis County for at least twelve

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[33] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0376 and 110.0378 amended 6/26/2018, item 17.

[34] See Chapter 116. Section 110.038 on Family and Medical Leave was replaced with Chapter 116 Family Medical Leave on 6-20-2017, Item 17.

[35] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0376 and 110.0378 amended 6/26/2018, item 17.

[36] Section 110.0374(c)(3) amended 8/182020, Item 16.

consecutive months before the contribution is effective. To contribute Accrued Leave to the CSL Pool, a Full-time Employee must have a balance equal to or more than the contribution of accrued sick and vacation leave at the time of the contribution to the CSL Pool.

(c) Requirements for Contributions. Contributions to the CSL Pool:

(1) must be voluntary,

(2) must be in 8 hour increments from any combination of sick and vacation hours,

(3) must not total more than 40 hours of Accrued Leave in any fiscal year unless the employee is ceasing to be a county employee and in that case must not total more than 80 hours of Accrued Leave,

(4) cannot be contributed for a particular person,

(5) are permanent and cannot be reversed after they are contributed, and

(6) must be made during open enrollment or when ceasing to be a county employee in the manner prescribed by HRMD.

(d) Notification to Contributors. To ensure voluntariness of contributions, the Administrator must notify any employee who asks to contribute that the contribution must be voluntary and ensure that the employee is voluntarily making the contribution.

(e) Administration of Contributions

(1) The Administrator receives CSL Pool contributions, reviews them for accuracy and completeness, and verifies that the employee is eligible to make a contribution.

(2) If the employee is not eligible to contribute to the CSL Pool, the Administrator sends a notice to an employee who is not eligible to make the proposed contribution with an explanation of the eligibility criterion of the CSL Pool and the reason the proposed contribution does not meet the criterion.

(3) If the employee is eligible to contribute, the Administrator processes the CSL Pool contribution.

(4) The Administrator processes CSL Pool contributions that are received during open enrollment. The Administrator processes CSL Pool contributions for terminated employees that may be submitted directly to the Administrator or through the departmental liaison during the year and enters by the end of the pay period in which they are submitted.

(5) The Administrator enters the contributions into the payroll records of each employee who contributed Accrued Leave by deducting from the employee's appropriate Accrued Leave and noting the employee's CSL Pool contribution effective date in accordance with 110.0374(a).

(6) The Administrator increases the balance in the CSL Pool by the number of hours in each transfer to the CSL Pool as noted on the CSL Pool contribution submitted by the employee to the Administrator.

110.0375 Eligibility to Apply for CSL[37]

Full-time Employees may apply for CSL if they:

(1) have contributed at least 8 hours of Accrued Leave to the CSL Pool at any time during the previous two fiscal years,

(2) have not had a break in employment during those two fiscal years, and

(3) have exhausted all of their Accrued Leave because of a catastrophic injury or illness.

110.0376 Employee Procedures for Award of CSL Due to Catastrophic Illness or Injury[38],[39]

(a) Effective Date of Award of CSL. Awards of CSL are not effective until the employee receiving the award has exhausted all accrued paid leave and compensatory time to which the employee would otherwise be entitled.

(b) Request

(1) To apply for CSL, an employee must:

(A) be a regular Full-time Employee who meets the eligibility in 110.0375;

(B) complete an Application for CSL which states the number of days requested and submit it to the Administrator at least 10 working days before the first day on which CSL awarded will be needed to ensure continuation of pay if the need can be anticipated, or in the case of an unanticipated emergency need, as soon as practical;

(C) provide:

(i) a certification from a Health Care Provider that the employee or immediate family member as defined in section 110.076(a)(7) has or had an illness or injury that is catastrophic as defined in section 110.0372(2) or section 110.0372(2)(E), and a statement of the diagnosis, prognosis and anticipated recovery time for the illness or injury;

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[37] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0376 and 110.0378 amended 6/26/2018, item 17.

[38] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0376 and 110.0378 amended 6/26/2018, item 17.

[39] Section 110.0376(b) and (d) amended 8/18/2020, Item 16.

(ii) in cases of workplace exposure in section 110.0372(2)(E), written documentation submitted from County Executive/Elected or Appointed official confirming the exposure;

(D) provide a signed release of medical information to each Health Care Provider involved in the care of the employee or immediate family member who has medical documentation supporting the existence of a Catastrophic Illness or Injury that caused the employee to exhaust all Accrued Leave so that the Administrator can obtain additional information from them, if needed; and

(E) if the initial medical record information supplied is not adequate, the employee must provide further sufficiently detailed medical record information and additional releases of medical information to the Administrator, if requested.

(2) Failure to comply with a request for additional medical information may result in delay or denial of the application.

(3) Employees participating in the CSL Pool may apply for an award of CSL each time that all Accrued Leave is exhausted or will be exhausted because of a Catastrophic Illness or Injury.

(4) Exclusions

(A) Elective surgery does not qualify as a catastrophic illness or injury. If complications arise resulting in a serious health condition, the situation may then qualify as a catastrophic illness or injury.

(B) CSL is not available for time off due to a job-incurred condition covered by Workers' Compensation benefits.

(c) Proxy Requests for CSL. If an Employee who is participating in the CSL Pool has suffered a Catastrophic Illness or Injury and is not able to complete an application for CSL or provide the certification from a Health Care Provider due to the effects of that illness or injury, the following persons may complete the application, certification and release requirements for the employee:

(1) any person who is legally qualified to authorize a release of medical information on behalf of the employee, or

(2) any person whom the employee has designated to complete these requirements, or

(3) the employee's supervisor may initiate the application and seek the cooperation of any person who is legally qualified to provide the certification and to authorize the releases required.

(d) Award

(1) The Administrator may take into consideration the length of time recommended for recovery by the patient's Health Care Provider in conjunction with the number of hours of Accrued Leave available in the CSL Pool when determining the exact amount of CSL that may be awarded to an eligible employee.

(2) If an Employee has complied with these requirements and qualifies for it, the Administrator must award CSL which may be sufficient for the employee to be able to use CSL for the entire period that is medically necessary for recovery from the Catastrophic Illness or Injury but in a 12 month period may not exceed the lessor of:

(A) one third of the number of hours in the CSL Pool at the time of submission of the application for the CSL, or

(B) 360 hours or 45 work days, whichever is less.

(3) Awards related to a pandemic illness under 110.0372(2)(E) will be awarded a maximum of 80 hours or 10 workdays per fiscal year, whichever is less.

(e) Amendment Provision

(1) If an employee's medical circumstances change after the original request and the amount of CSL awarded is not adequate to meet the continued or changed circumstances, then a request can be made to the Administrator to amend the amount of CSL originally awarded to provide additional CSL. If it is anticipated that the CSL balance will not be sufficient, the employee, or any person who is authorized to act for the employee in applying for CSL, may initiate a request for an amended award on the employee's behalf. To avoid loss of a pay check, this request should reach the Administrator 10 days before the initial CSL award is exhausted.

(2) There is no automatic right or guarantee that an amendment request will be approved. If a request for an amendment is approved, the CSL awarded on the original application, all amendments, and previous awards for other catastrophic conditions must not exceed the maximum award amount for an employee in any twelve month period.

(3) The total award in a fiscal year cannot exceed the total award described in 110.0376(d)(2).

110.0377 Restrictions on Use of CSL and Return of Unused CSL to the CSL Pool[40] [41]

(a) Employees who are awarded CSL:

[40] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.

[41] Section 110.0377(b) amended 8/18/2020, Item 16.

(1) may receive payment for the CSL awarded if the employee had unpaid time while the application was being processed and these payments will be processed based on regular deadlines during the next payroll payment cycle,

(2) may ONLY use CSL for the purposes for which County policy allows an employee to use sick leave earned, and

(3) may only use CSL after all available leave that is earned while on CSL has been exhausted.

(b) If the employee, for any reason, terminates employment with the County, or changes status to become a Temporary employee, while on CSL the employee is not entitled to payment for any CSL awarded that is unused.

(c) The estate of any deceased employee is not entitled to payment for any CSL awarded that is unused at the time of death.

(d) An employee on CSL is treated for all purposes as if the employee were absent on earned sick leave. Employees on CSL continue to accrue leave. Leave accruals are posted to the employee's pay report each pay period.

(e) Employees who use CSL are not required to pay back the CSL to the CSL Pool.

(f) Return of Unused CSL to the CSL Pool. The Administrator must track each employee receiving CSL for 6 months following the date the award is initially used by the employee. Any balance of CSL remaining after the period for which the CSL was awarded must be returned to the CSL Pool. This action should also be taken if, anytime within the period following the date the award was initially used, any of the following situations is met:

(1) employee is deceased,

(2) employee terminates employment, or

(3) employee retires.

110.0378 Procedures for Awarding CSL[42]

(a) Administrator Responsibilities

(1) The Administrator is responsible for:

(A) receiving all applications for CSL;

(B) reviewing the application for award of CSL and the authorization to release and certification of medical information and documents form for completeness and accuracy;

[42] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.
Sections 110.0371 through 110.0378 amended 6/26/2018, item 17.

(C) determining whether to award or deny all applications for CSL and to determine the amount of CSL to be awarded;

(D) certifying by signature that the employee meets the general eligibility and CSL Pool criteria of being a regular employee, having exhausted all sick leave because of a Catastrophic Illness or Injury, having completed the application form and submitted all required releases and certifications;

(E) notifying the applicant of award or denial of the application for CSL and, if awarded, the amount of CSL awarded;

(F) providing notification of an award to:

(i) the employee's office or department for time records and

(ii) the Administrator to credit the employee sick leave account and deduct from the CSL Pool.

(2) The Administrator must process the applications on a first come, first served basis determined by the date or time when all necessary information, certifications and releases have been provided.

(3) In determining all administrative aspects of eligibility for an award of CSL, the Administrator has the sole authority to make the determination of whether to award or deny CSL and the amount of CSL to be awarded.

(4) If the Administrator is uncertain whether a particular employee is eligible for an award of CSL, the Administrator may request that the employee or person with the Catastrophic Illness or Injury be examined by a second Health Care Provider selected by the Administrator and may consider the opinions of that Health Care Provider to the extent that the Administrator deems appropriate. If such a request is made, the employee must obtain the examination and provide releases of medical information to that Health Care Provider as well and the county will pay for the examination fee or co-pay required.

(5) The Administrator shall not award any employee more than a total of 360 hours or 45 workdays of CSL during any 12-month period for all awards of CSL without regard to the number of illnesses or injuries.

(6) The Administrator may not award CSL to be effective more than 30 calendar days prior to the date on which the application for CSL was first submitted to HRMD. The date of submission is determined by the Administrator's receipt of the first written application for CSL, even if all of the information, certifications, and releases are not provided at that time.

(7) After determining that an employee is eligible and before awarding any CSL, the Administrator, must

(A) divide the number of hours in the CSL Pool by 3 to determine the maximum number of hours of CSL that may be awarded to that employee,

(B) determine the amount of CSL that should be awarded to the employee based on the circumstances of the application,

(C) award the employee the lessor of the amount that could be awarded and the maximum allowable, and

(D) decrease the balance in the CSL Pool by the number of hours of CSL awarded to the employee from the CSL Pool.

(b) Departmental/Office Responsibilities. The employee's department or office is responsible for annotating CSL used on the time record for the employee each pay period.

110.0379 Recordkeeping and Confidentiality[43]

(a) The Administrator must maintain a confidential record of all CSL Pool records, and submit annual fiscal year reports to the Commissioners Court on the usage and status of the CSL Pool. The annual reports will include:

(1) the total number of hours contributed,

(2) the total number of hours awarded,

(3) the total number of awarded hours that were used,

(4) the total number of applications for CSL received,

(5) the total number of applications approved, and

(6) the total number of applications denied.

(b) Applications for CSL and all documents related to the application, including the notice of an award or denial, must be treated as confidential at all times. All notices to be sent to any person involved in the process (such as HRMD, or the Administrator) must be sent in envelopes clearly labeled "confidential" and directed to the attention of the intended receiver.

(c) The applications for award of CSL and all supporting documentation must be kept in a separate file for confidential medical information. The employee must approve and sign a form to authorize the release of medical information and other documents before any information can be released. If the employee is medically unable to sign the required release form, the next of kin or person who is legally authorized to do so must sign the form before any documentation can be released.

(d) Failure to keep the information on an application for CSL or any document associated with it as confidential may result in termination.

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[43] Sections 110.0371 through 110.0379 added 7/29/2014, Item 23 Revised.

110.038 Mental Health Leave After Traumatic Event for Law Enforcement Officers[44]

(a) This section applies to all peace officers who work in departments under the direction of Commissioners Court and those Elected and appointed officials who adopt this section. Peace officers who work for Elected and appointed officials who have not adopted this section should contact their supervisor for a copy of their department's policy.

(b) Determination of Traumatic Event

(1) Whether an incident is traumatic depends primarily on the individual employee's reaction to the incident and each employee and event must be evaluated separately based on the relevant facts.

(2) Traumatic Event may include many different types of incidents, not all of which can be anticipated or listed. Traumatic event means at least the following incidents if they occur within an employee's scope of duty:

(A) An officer involved shooting or death in custody,

(B) Any investigation involving the death of one or more persons,

(C) An investigation involving severe abuse or violence experienced by one or more persons,

(D) The death, injury, or catastrophic illness of a coworker if it occurs in the line of duty

(E) A physical assault on one or more employees, either as a victim and as a witness

(c) Eligible Employees. The following employees may be eligible for mental health leave after a traumatic event:

(1) Peace officers and corrections officers of TCSO,

(2) Constables and their deputies,

(3) Park Rangers,

(4) the Fire Marshal and their assistants, and

(5) Investigators for the prosecuting attorneys' offices.

(d) Mental Health Leave

(1) An employee who has experienced a Traumatic Event is eligible for up to 40 hours of paid mental health leave. The employee's elected official or command staff consider the severity of the trauma and determine the exact number of hours initially allowed for each event.

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[44] 110.038 Family Medical Leave was repealed 6/20/17, Item 17 Revised when Chapter 116 was created. 110.038 Mental Health Leave After Traumatic Event for Law Enforcement Officers was adopted 8/31/21, Item 31.

(2) If additional hours up to the maximum of 40 hours are needed, the elected official or Human Resources staff in their office may require written documentation from the employee's medical provider before additional leave is granted.

(3) These hours may be taken consecutively or intermittently, as needed and as approved by the employee's supervisor.

(4) If more than 40 hours of leave are needed for the employee's mental health, the employee may request and use sick leave for this purpose. For leave beyond 40 hours, the employee must provide written documentation from the employee's medical provider to support the additional leave. If the trauma is sufficiently severe, the employee may also be eligible for Family Medical Leave or Leave without Pay.

(5) Employees continue to accrue all benefits, seniority, and earn any applicable add pay while on mental health leave.

(6) In addition, Travis County may request the employee submit a Work Capacity Form requirement to return to work.

(e) Procedure for Supervisors

(1) Supervisors should be aware that each employee may experience an incident differently.

(2) The supervisor must meet with an employee within a reasonable time after a potentially traumatic event. The meeting must be held in a private setting and the supervisor and employee must discuss the employee's mental and emotional state.

(3) Supervisors should provide a quick response about the amount of time an employee may use as mental health leave related to that incident. Any employee who has experienced a traumatic event and requests mental health leave should be granted some mental health leave.

(4) Supervisors should make sure that the employee is aware of the following resources and how to access them:

(A) Peer Support,

(B) Travis County HRMD,

(C) Employee Assistance Program (EAP), or

(D) seeking assistance from a crisis intervention professional.

(5) TCSO Supervisors should also make sure that the employee is aware of the following TCSO resources and how to access them:

(A) TCSO staff psychologist,

(B) TCSO Victim Services, and

(C) TCSO Chaplain.

(6) Supervisors and any other management staff who need to know must keep information about these meetings and mental health status confidential as required by state and federal law.

(7) The supervisor or management staff informs the Auditor's office of the approved dates for mental health leave. The Auditor's office codes the timesheet appropriately.

(f) Employee Responsibilities. The employee must meet with their supervisor after experiencing a potentially traumatic event to discuss the employee's mental and emotion state. During mental health leave, an employee must use the leave time to manage any adverse effects of the Traumatic Event to the extent possible.

110.0381 Quarantine Leave for Peace Officers, Detention Officers and Emergency Medical Technicians [45]

(a) Purpose. Travis County is providing paid quarantine leave for certain classes of employees.

(b) Definitions. In section 110.0381:

(1) Communicable Disease means an infectious or transmissible illness that results from the presence and growth of biologic agents capable of causing disease in an individual human or other animal host that must be reported to the Texas Department of Health like health conditions resulting in a public health disaster and acquired immune deficiency syndrome, human immunodeficiency virus infection.

(2) Detention Officer means a Travis County elected or appointed official or employee who is responsible for the care and custody of individuals incarcerated or detained in a county jail or other secured residential facility.

(3) Emergency Medical Technician means a Travis County employee who is certified as an emergency medical technician under Chapter 773 Health and Safety Code and is performing the job of an emergency medical technician in their employment with Travis County.

(4) Health Authority means the physician appointed by the Travis County Public Health Executive Director under the Texas Health and Safety Code, Chapter 121, to administer state and local laws relating to public health within Travis County.

(5) Peace Officer means any of the following Travis County officials or employees:

(A) The Sheriff, and the Sheriff's deputies, and reserve deputies;

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[45] 110.0381 Quarantine Leave for Peace Officers, Detention Officers and Emergency Medical Technicians was adopted 8/31/21, Item 31.

(B) Each Constable, and their deputy constables, and reserve deputy constables;

(C) Investigators working for the district attorney and county attorney;

(D) Each member of an arson investigating unit commissioned by Travis County;

(E) County park rangers in TNR commissioned under Subchapter E, Chapter 351, Local Government Code; and

(F) The fire marshal and any related officers, inspectors, or investigators commissioned by Travis County under Subchapter B, Chapter 352, Local Government Code.

(c) Quarantine Leave. If the Health Authority orders a detention officer, emergency medical technician or peace officer to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty, that officer or technician receives the following during the quarantine period:

(1) Regular full pay including all employment benefits the employee is entitled to under Chapter 110 Travis County Personnel Benefits Guidelines and Procedures; and

(2) When the Health Authority deems that an order of quarantine or isolation is necessary, the County Auditor determines the value of the associated reasonable costs, including lodging, medical, and transportation.

(d) Procedures to Qualify for Quarantine Leave

(1) Detention officers, emergency medical technicians and peace officers who have a possible or known exposure to a communicable disease while on duty shall notify the Travis County Risk Manager of the possible exposure.

(2) The Risk Manager notifies the Health Authority and requests a determination about whether the Health Authority orders the affected person to quarantine or isolate, and the required duration of any ordered quarantine or isolation.

(3) If the Health Authority orders a quarantine or isolation, the Risk Manager notifies the Auditor's Office Payroll division that the person has been ordered to quarantine, and the effective date and duration of the ordered quarantine.

(4) Persons ordered to quarantine or isolate by the Health Authority must notify their supervisor of the order to quarantine or isolate as soon as possible after so ordered so that their duty assignments can be reassigned.

(e) Quarantine hours do not count as productive working hours for the purposes of calculating overtime or extra hours paid. In addition, the number of quarantine hours taken cannot exceed an employee's scheduled hours.

(f) Retaliation. The County strictly prohibits retaliation of any kind including taking any adverse employment action against an employee who is quarantined under this section.

110.039 Emergency Leave

(a) Emergency leave should be extended to employees for the purpose of attending funerals, making arrangements for, or attending to the affairs of a deceased immediate family member. An employee may be asked to provide information which will document the death of the immediate family member.

(b) Regular full-time and regular part-time employees should be granted emergency leave for a period of at least one day but not to exceed 3 consecutive work days in case of the death of an immediate family member. This leave shall not be charged against sick leave, personal holidays, or vacation leave. Additional time off, if approved by department/supervisor, must be taken as vacation leave, personal holidays, compensatory time, or leave without pay.

110.040 Court Leave

(a) All regular employees shall be granted paid leave when: (1) Required to serve as a juror; or (2) Required to appear as a witness, or participate in other official court proceedings, when the matter to be considered in the proceedings arises out of or within the scope of the employee's county employment or as a result of an appearance to assist in the prosecution of any criminal matter with Travis County. Employees shall notify their immediate supervisor upon receiving notice of court appearance, and shall return to work during those periods when they are not actually required to remain in the courtroom.

110.0401 Mentoring Leave[46]

(a) Purpose. Travis County recognizes that mentoring is an effective method of improving student performance which leads to improved schools and the general well-being of a community. Travis County desires to encourage its regular full time employees to become involved in these activities by establishing this program to provide paid leave while mentoring. This policy outlines the minimum standards for using the County's Mentoring leave. Individual departments may have additional requirements to enable employees' participation.

[46] Section 110.0401 was added on 2/11/2014, Item 27, and ordered effective 3/1/2014.

(b) Definitions. When used in this policy,

(1) “ISD” means an independent school district that serves territory within Travis County.

(2) “Mentee” means a student assigned to a Travis County employee who is Mentoring that student.

(3) “Mentor” means a trusted and faithful friend who listens, supports and guides young people on a consistent basis over a specified period of time and includes providing encouragement, advice, or similar support. A Mentor typically works with a Mentee once a week for 30 to 60 minutes during school hours. A Mentor is not a counselor, substitute parent or disciplinarian.

(4) “Mentoring” may include any one or more of the following:

(A) Weekly meetings with individual students;

(B) Tutoring or providing individual or small group teaching assistance with specific subjects, especially math, using the ISD’s curriculum;

(C) Specific purpose Mentoring for an event or special assistance like helping Mentees prepare college applications, coaching for college entrance exams, judging academic competitions, serving as a guest speaker, and similar activities; or

(D) Technology assistance to teachers and administrators on a scheduled basis.

(c) Departmental Implementation of Program. The supervisor makes recommendations to the department head regarding who participates in the Mentoring program; there is no requirement to participate. The department head determines department participation goals, supports employee participation by committing to allow employees to be a Mentor with a school for one full school year, and assigns an employee who is interested and has appropriate skills to be the department’s Program Coordinator. The Program Coordinator does not have to be a supervisor or manager.

(d) Role of Department Program Coordinators. The Program Coordinator keeps a written record of approved department Mentors, the school they are assigned to and the schools’ contact information including each school’s on-site mentor resource. The department Program Coordinator is responsible for the following:

(1) confirming the supervisor has approved employee participation in the program,

(2) creating and keeping a list of all department mentors, and

(3) serving as a point of contact for the department and school(s).

(e) Role of Supervisor. The supervisor determines appropriate participation levels of individual employees based on business needs of the department

and participation goals for the program. The supervisor approves weekly program time on the time sheet in compliance with time allowances for the program and addresses any concerns with the employee raised by the independent school district. The Human Resources Management Department (HRMD) is available to assist supervisors resolve any concerns. The employee's supervisor is responsible for verifying that an employee is eligible to participate in this program based on the following:

(1) Regular full-time employee status of the employee;

(2) Absence of any disciplinary action, such as suspension or disciplinary probation, within the prior 12 months;

(3) Absence of any Performance Improvement plan while Mentoring; and

(4) Approval of mentoring is based on the business needs of the department.

(f) Termination of Participation in Mentoring Program. Mentors may terminate their commitments at any time by notifying the school and their supervisor. The school may terminate an individual Mentor's participation at any time by notifying the Mentor and the department Program Coordinator. The supervisor in consultation with the department head may terminate an employee's participation as a Mentor when at least one of the following occurs:

(1) The employee is not meeting the County requirements related to discipline or performance or restrictions on activities of Mentors,

(2) The business needs of the Department change,

(3) The employee's job performance or behavior is diminished,

(4) The employee does not maintain the terms of the Mentor commitment, and

(5) The employee's criminal background changes unacceptably.

(g) Eligibility for Use of Mentoring Leave. Employees Mentoring for an ISD before approval of this program may request that their Mentoring be considered part of this program but approval is subject to the requirements of this program and is not guaranteed. To be eligible to use Mentoring leave, employees must:

(1) Be eligible to participate in the program as verified by their supervisor,

(2) Complete any application and pre-Mentoring training provided by the ISD and the school at which Mentoring occurs,

(3) Make a commitment to fulfill the specific time commitment associated with the duration of the event or purpose,

(4) Provide Mentoring in a school program designed by the ISD,

(5) Continue to fulfill the responsibilities of the Travis County work assigned to the employee,

(6) Be subject to supervision by their department, and

(7) Be subject to the values and work ethic of the County as a County representative while mentoring.

(h) County Restrictions on Use of Mentoring Leave. An employee may not use Mentoring leave for the following activities:

(1) Mentoring for a school district that does not serve territory in Travis County,

(2) Mentoring to help a member of the employee's family or any person who resides in the employee's home, or

(3) Mentoring that in any way provides advertising for or benefit to a private business.

(i) Restrictions on Activities of Mentors. A Mentor shall only perform Mentoring activities and have contact with Mentees at the Mentee's school during school hours or at activities sponsored by the Mentee's school under the supervision of school faculty. A Mentor shall not have contact with Mentees or other students encountered while mentoring by any means outside of the mentoring program. This includes but not limited to ground mail, telephonic or electronic communications, or any form of social media. A mentor may not transport students or meet students outside of school hours.

(j) Mentoring Leave. An employee who is eligible to use Mentoring leave may use a maximum of two hours of Mentoring leave each week during the regular school year. Mentoring leave does not accrue or have cash value if not used. Employees using Mentoring leave record the time mentoring on their timesheets with the appropriate designation. Time includes traveling to and from the school; as an alternative, mentors may use their lunch break for traveling to and/or from the school for mentoring. Mentoring and travel time during the work day that exceeds two hours per week shall be taken as other leave such as vacation, compensatory time, or unpaid leave. The supervisor may approve the use of a flexible work schedule. Time spent as a Mentor that is outside an employee's regular work day cannot be reported as mentoring leave. Mentoring leave is not considered productive time for overtime compensation. Mentors may not claim mileage reimbursement for travel to and from the school for Mentoring. County vehicles cannot be used for any Mentoring activity, including traveling to and from the school. A separate code for Mentoring leave is used on Time Sheets for tracking and reporting purposes.

(k) Role of ISD. The ISD designates the schools that will participate in a Mentoring program. The ISD is responsible for providing program guidance, program criteria, program application and its eligibility requirements for Mentors and screening applicants, selecting and assigning Mentors.

(l) Responsibility for Criminal Background Checks. The ISD is responsible for all Mentor screening, including criminal background checks if desired.

110.041 Military Leave[47]

(a) A regular employee who is a member in a reserve unit of the United States Armed Forces or of the state military forces, as defined by law, and who is called to active duty shall be granted, without loss of pay or accrued sick or vacation leave:

(1) paid military leave to a maximum of 15 working days each federal fiscal year (October 1 through September 30) for responding to a recall to military duty or training.

(2) paid disaster related military leave for each day of active duty to a maximum of 7 working days during a county fiscal year if the governor or other appropriate authority calls the employee to respond to a disaster that is causing an imminent threat of widespread or severe damage, injury, or loss of life or property due to any natural or man-made cause.

Employees who have exhausted all their benefits under this subsection and have not been discharged from service are called Extended Military Leave Employees in this section.

(b) If the military service does not last more than four or five years as required by federal law, any person who

(1) Is inducted, or enlists in the armed forces other than a reserve component, or enters upon active duty, whether voluntarily or not, in the armed forces or the public health service in response to an order or call to active duty or is called to active duty as a member in a reserve unit of the United States Armed Forces or of the state military forces, as defined by law;

(2) Leaves a regular position;

(3) Receives an honorable discharge, and

(4) Makes application for re-employment within ninety (90) days after that person is discharged from service or from hospitalization continuing for not more than one (1) year after discharge,

shall be restored to the position that person left or to a position with similar seniority, status and pay, if that person is still qualified to perform the duties of that position, and, if not qualified to perform the duties of that position because of a disability sustained in military service but qualified to perform duties of any other position in the employ of that employer, then the person

[47] Section 110.041 was amended on 11/27/2001, item 9A. Subsections 110.041(a) and (e) were replaced 8/31/21, Item 31.

shall be employed in the position that the person is qualified to perform that is the nearest approximation to the person's seniority, status and pay that is consistent-with the circumstances of that person's case if the person requests employment.

(c) Any person who is re-employed in a position under (b) after military service leave shall not be discharged from that position without cause within one (1) year after the re-employment.

(d) Military leave may be used for routine drills or meetings and will be granted when requests are accompanied by written orders.

(e) Military leave, disaster related military leave, and Extended Military Leave shall not count against an employee for the calculation of service to the county in terms of duration of service for calculation of longevity pay, rate of vacation accrual, or service credits for retirement.

(f) Extended Military Leave Employees must exhaust all accrued personal holiday time and non-designated holiday credit before being placed on leave without pay. Extended Military Leave Employees who have accrued compensatory time, accrued vacation time, or accrued sick leave may elect not to use all or part of these accrued leaves while on active duty if the election is submitted in writing to the Department Head or Elected Official when the request for military leave is made. If an election is not made, all accrued compensatory time, accrued vacation time and accrued sick leave is exhausted before an Extended Military Leave Employee is placed on leave without pay. Copies of the election must be provided to HRMD and the County Auditor within 5 business days after the request for military leave is made. Extended Military Leave Employees who have exhausted all but the portion of their accrued compensatory time, accrued vacation time or accrued sick leave that they elected not to use shall be placed on leave without pay until 90 days after they are discharged from service or they return to work, whichever occurs sooner.

(g) If County provides health care coverage through a self-funded program, Extended Military Leave Employees who are on leave without pay may continue health care coverage for eighteen months for 102% of the premium rates payable by regular employees for the type of coverage selected. This coverage may be continued for the following persons:

(1) the Extended Military Leave Employee,

(2) their dependents who are covered under the County health care program at the time their military leave began,

(3) any dependents who become eligible for coverage while on active duty as a result of a qualifying event as defined by COBRA and HDPAA.

This continuation coverage shall be administered through the administration process for COBRA continuation coverage...

(h) HRMD may assign the Military Leave Slots authorized by Commissioners Court for that fiscal year to Offices and Departments for Extended Military Leave Employees who are on leave without pay without further approval from Commissioners Court. Departments may transfer Extended Military Leave Employees who are on leave without pay from their regular slots to Military Leave Slots and hire temporary regular employees in the vacated regular slots or transfer current employees to these slots. If 90% or more of the approved Military Leave Slots for Extended Military Leave Employees who are on leave without pay are filled, HRMD may petition the Commissioners Court for additional Military Leave Slots for Extended Military Leave Employees who are on leave without pay.

(i) If Office or Departmental operations require the replacement of Extended Military Leave Employees while they are exhausting some or all of their accrued compensatory time, personal holidays, non-designated holiday credit, accrued vacation time and accrued sick leave, Offices and Departments may petition the Court to create an additional group of Military Leave Slots for these Extended Military Leave Employees within their department Petitions for groups of Military Leave Slots for Extended Military Leave Employee who are on leave with pay must include an analysis of the funds available within the departmental budget to fund the compensation for both the employees on leave and their replacements for the time during which dual funding is expected to be required and the amount of additional funding that the Commissioners Court may have to provide during the current fiscal year. Commissioners Court may authorize groups of Military Leave Slots for the duration of the Fiscal Year into which Extended Military Leave Employees who are on paid leave may be transferred without further review by the Commissioners Court. The Department Head or Elected Official may transfer Extended Military Leave Employees who are on paid leave from their regular slots to the Military Leave Slots authorized by Commissioners Court and hire temporary regular employees in the vacated regular slots or transfer current employees to these slots. When Extended Military Leave Employees who are placed in Military Leave Slots authorized by the Commissioners Court have exhausted all but the portion of their accrued compensatory time, accrued vacation time, or accrued sick leave that they elected not to use, they may be transferred to Military Leave Slots assigned by HRMD under (h).

(j) When Extended Military Leave Employees return to work, they must be transferred out of the Military Leave Slot and placed back in their previous regular slot, or a similar regular slot in the same job classification.

(k) In addition to the benefits described in (g), Extended Military Leave Employees who have exhausted all of their accrued compensatory time, non-designated holiday credit, personal holidays, accrued vacation time and accrued sick leave are eligible to continue their health care coverage for a premium of 102% of the full coverage rates applicable to the level of coverage selected for eighteen months under USERRA through the administration process for COBRA continuation coverage

110.042 Leave without Pay

(a) The purpose of this policy is to provide a means by which the county may choose to retain employees who...

(1) Have exhausted all other types of leave, and

(2) Have a compelling reason for being away from their work.

(b) If an employee wishes to request leave without pay, then they must submit a written request to their elected/appointed official, giving the reason for the need and the expected duration. The elected/appointed official must evaluate the impact of granting the leave upon their department's operations. If the elected/appointed official determines that the leave may be granted without adverse effect upon their department, then the elected/appointed official may grant up to one year of leave without pay.

(c) Leave without pay is a matter of discretion, and an employee may not demand that such leave be granted. It is generally discouraged because of its negative impact upon the department, co-workers, and service to the taxpayers.

(d) An employee who is on leave without pay will not accrue...

(1) Vacation leave,

(2) Sick leave,

(3) Longevity,

(4) Merit review service, or

(5) Retirement service.

(e) Travis County will not extend any employee benefits to an employee while they remain on leave without pay. The employee may choose to make arrangements with the County Auditor to pay both the employee and the employer portions of benefit premiums in order to maintain health and insurance coverage during the leave.

110.043 Holidays[48] [49] [50] [51] [52]

(a) Regular full-time and regular part-time employees are allowed the holidays designated by the official action of the Commissioners Court, unless required by their supervisor to work.

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[48] Section 110.043 was replaced 9/25/2001, Item #16.

[49] 110.043 was amended 7/10/2007, Item 37.A to include the aviation exception.

[50] Section 110.043(d) and 110.043(e) amended 6/16/2015, Item 6 Revised, effective 6/30/2015.

[51] Sections 110.043(b), (d), (e) and (i) were amended 8/18/2020, Item 16.

[52] Section 110.043(d) repealed and replaced 10/20/2026, Item 20.

(b) Pay for Holidays

(1) Regular part-time employees receive pay for the holidays on a pro-rated basis.

(2) Regular full-time and regular part-time employees are not paid for County holidays if they have a full day of leave without pay on either the scheduled workday before the holiday or the scheduled workday after the holiday.

(c) An updated list of county holidays is available from the Human Resources Management Department after approval by Commissioners Court. This list is distributed to all new employees during new employee orientation. Current employees receive an updated list of county holidays each fiscal year

(d) Regular employees who are required by their supervisor to work on a holiday or who are required to ensure Travis County essential services on a holiday will accrue deferred holiday time credit on an hour for hour basis for scheduled hours worked. This credit may be used at a later date. This credit does not accrue if the employee has a full day of leave without pay on either the scheduled workday before the holiday or the scheduled workday after the holiday.

(1) Regular nonexempt aviation employees who are required by their supervisor to work on a holiday may choose either to receive holiday time pay on an hour for hour basis for scheduled hours worked in addition to pay for the hours worked or to accrue non-designated holiday time.

(2) Regular exempt aviation employees who are required by their supervisor to work on a holiday and work more than the number of hours in their normal work shift receive straight time pay for twice the number of hours actually worked on the holiday minus the number of hours in their normal work shift because holiday pay for those hours is already included in the exempt pay.

(3) Regular exempt aviation employees who are required by their supervisor to work on a holiday and work equal to or less than the number of hours in their normal work shift receive straight time pay for the number of hours actually worked on the holiday in addition to the exempt pay. Holiday pay for those hours and the rest of their normal shift is already included in the exempt pay.

(e) Regular exempt and non-exempt employees, including those on a flexible or compressed work schedule, whose regularly scheduled day off falls on a holiday accrue non-designated holiday time credit on an hour for hour basis for the number of hours for which they are normally scheduled. This credit may be used at a later date.

Regular non-exempt aviation employees whose regular scheduled day off falls on a holiday may either accrue non-designated holiday time credit on an

hour for hour basis for the number of hours for which they are normally scheduled or receive holiday time pay on an hour for hour basis for the number of hours for which they are normally scheduled.

(f) Employees must obtain approval from their supervisor before using non-designated holiday time credit.

(g) If an employee is requesting leave, the employee must use non-designated holiday time credit before using vacation leave unless the employee is subject to losing vacation leave if it is not taken within the following three months. It is the employee's responsibility to request the appropriate type of leave.

(h) Non-designated holiday time credit accrues until it is used or until an employee separates from County.

(i) Upon separation from the County, or upon the reclassification from a Regular employee to a Temporary employee, employees are paid a maximum of 16 hours of unused non-designated holiday credit. Unused non-designated holiday credit is paid at the regular rate of pay.

110.0431 Commuter Leave Incentive Program[53] [54]

(a) Purpose. Travis County recognizes that using multi-person transport to and from work is an effective method to reduce traffic congestion. Travis County desires to encourage sustainable commuting by establishing this program to allow its regular employees to earn paid leave for using multi-person transport to and from work regularly. This policy outlines the minimum standards for earning Commuter Leave Incentive Program rewards.

(b) Definitions. When used in this policy,

(1) “Program” means the Commuter Leave Incentive Program.

(2) “HRMD” or “HR” means the Human Resources Management Department.

(3) “Reporting Period” means six months: from January 1 to June 30 and from July 1 to December 31.

(4) “Sustainable Commute” means using one or more of the following methods to reduce the number of automobiles making the daily trip to or from the employee’s residence.

(A) Count the day as a sustainable commute, because, with supervisor’s approval, employee is:

(i) Teleworking from location other than work site, or

(ii) Working a compressed work week.

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[53] Section 110.0431 was added on May 21, 2019, Item 11.

[54] Section 110.0431(g)(3)(C) was amended 8/18/2020, Item 16.

(B) Leave the automobile parked at the employee's residence if it is less than 5 miles from the work site.

(C) Park the employee's automobiles at least 5 miles from the work site if the residence is more than 5 miles from the work site AND use one of the following methods to get from the employee's parked automobiles to or from the work site:

(i) Ride on public transit (bus or rail).

(ii) Walk, jog, or run.

(5) "TNR" means the Transportation and Natural Resources Department.

(c) Eligibility for earning Commuter Leave Incentive Program rewards. To be eligible to earn Commuter Leave Incentive Program rewards an employee must:

(1) Be a Regular employee (full or part-time).

(2) Complete the informational video on the Commuter Leave Incentive Program and pass the test after watching the training video.

(3) Use County employee number to register at mycommutesolutions.org.

(4) Use a Sustainable Commuting method.

(5) Record each Sustainable Commute on a personalized calendar at mycommutesolutions.org.

(d) Value of Each Sustainable Commute

(1) For each Sustainable Commute during an employee's regularly scheduled work week, an employee earns 1 point.

(2) For each commute avoided by teleworking during an employee's regularly scheduled work week or working a compressed work week, an employee earns 2 points.

(3) There is a maximum of two points per work day/shift.

(e) Value of Each Hour of Commuter Leave Incentive Program

(1) To earn one hour of Commuter Leave Incentive Program, an employee must earn 48 points. An employee cannot earn partial leave hours. Unused Points do not carryover from one Reporting Period to the next.

(2) An employee may not earn more than 20 hours of Commuter Leave Incentive Program reward during a calendar year.

(f) Administration of Program

(1) The TNR Air Quality Project Manager manages this Program.

(2) Each January and July, TNR staff:

(A) Calculate the number of Sustainable Commutes that an employee records during each Reporting Period to determine the number of points earned.

(B) Divide the number of points earned by 48 to calculate the number of whole Commuter Leave Incentive Program reward hours earned during the Reporting Period.

(C) Present the reports on the number of Commuter Leave Incentive Program reward hours each employee earned to Commissioners Court for approval.

(D) Provide the report of the approved Commuter Leave Incentive Program to HR for entry into the payroll application.

(3) No later than January 16 and July 16, HR enters the approved Commuter Leave Incentive Program reward hours from the previous Reporting Period into the payroll application.

(g) Use of Commuter Leave Incentive Program Rewards

(1) Commuter Leave Incentive Program rewards:

(A) Must be requested from and approved by the elected official/department head or their designee

(B) Are scheduled at the discretion of the elected official/department head, or their designee.

(C) May not be taken in increments less than one-hundredths of an hour.

(2) Commuter Leave Incentive Program rewards are in addition to vacation leave and personal holiday time.

(3) Commuter Leave Incentive Program rewards:

(A) Do not accumulate from one calendar year to the next.

(B) May not be used on the last day of employment.

(C) If unused, are not paid at separation or upon reclassification from a Regular employee to a Temporary employee.

(h) Penalty for Inaccurate Reporting. If an employee reports sustainable commutes inaccurately, the employee is subject to appropriate disciplinary action, up to termination.

(i) Termination of Program. Commuter Leave Incentive Program is reviewed each year during the budget process. Commissioners Court may terminate the Program during the budget process each year.

110.044 Personal Holidays[55] [56]

(a) Personal holiday time is reviewed each year during the budget process. Personal holiday time does not accumulate from one calendar year to the next.

(b) If personal holiday time is approved by the Commissioners Court for the current calendar year,

(1) Regular full-time employees are eligible for up to 24 hours of personal holiday time during that calendar year.

(2) Regular part-time employees are eligible for personal holiday time on a prorated basis. The rate is based on the number of hours in that employee's regularly assigned weekly work schedule divided by 40.

(c) A new employee earns personal holiday time for the calendar year in which the employee begins employment based on the month in which they begin work as shown below:

January- March:	24 hours of personal holiday time
April- June:	16 hours of personal holiday time
July – September:	8 hours of personal holiday time
October- December:	no personal holiday time

(d) Former employees who have been re-employed by Travis County earn personal holiday time based on their new hire date, except that no employee may use or earn more than 24 hours of personal holiday time in one calendar year.

(e) Personal holiday time is in addition to vacation leave. It may be scheduled at the discretion of the elected official/department head, or their designee. The employee must request personal holiday time and obtain approval from the elected official/department head or their designee.

(f) Personal holidays may not be taken in increments less than one-hundredths of an hour.

(g) An employee must be employed for 90 calendar days before taking any personal holiday time.

(h) Personal holiday time may not be used on the last day of employment.

(i) Unused personal holiday time is not paid at separation or upon reclassification from a Regular employee to a Temporary employee.

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[55] Section 110.044 was amended on April 26, 2016, Item 13.

[56] Section 110.044(i) was amended 8/18/2020, Item 16.

110.04401 Executive Leave[57]

(a) County Executives, as reflected by their position titles and designation within the payroll system, will receive paid Executive Leave time. Regular full-time County Executives will receive 40 hours (5 days) and regular part-time executives will receive prorated hours. The rate is based on the number of hours in the executive's regularly assigned weekly work schedule divided by 40.

(b) Executive Leave time does not accumulate from one calendar year to the next.

(c) A new County Executive earns Executive Leave time for the calendar year in which the County Executive begins employment based on the month in which they begin work as shown below:

January – March:	40 hours of Executive Leave time
April – June:	32 hours of Executive Leave time
July – September:	24 hours of Executive Leave time
October- December:	no Executive Leave time

(d) Former County Executives who have been re-employed by Travis County earn executive leave time based on their new hire date, except that no executive may use or earn more than 40 hours of executive leave time in one calendar year.

(e) Executive leave time is in addition to personal holidays and vacation leave.

(f) Executive leave time may not be taken in increments less than one-hundredths of an hour.

(g) A County Executives must be employed for 90 calendar days before taking any executive leave time.

(h) Executive Leave time may not be used on the last day of employment.

(i) Unused executive leave time is not paid at separation or upon reclassification from a Regular employee to a Temporary employee.

110.045 Leave with Pay[58]

(a) An Elected/Appointed Official may grant an employee up to five working days per fiscal year of leave with pay when it's in the county's best interest to:

(1) Protect the health and safety of employees, or

[57] Section 110.04401 was added 8/18/2020, item 16

[58] Section 110.045 was amended 10/14/2003, Item A1.

(2) Relieve the employee of their duties pending the results of an investigation, when an employee could be suspended, demoted, or terminated.

(b) For non-exempt employees, the leave with pay hours will be counted as productive hours and qualify for overtime/compensatory time calculation.

(c) The Commissioners Court, prior to being granted, must approve an extension of leave with pay beyond the original five days, except in the case of Title VII claims where the County Judge, at their discretion, may approve an extension of leave with pay of up to ten days working days beyond the five original days.

110.04501 Timesheets and Leave Requests by Certain Employees[59]

(a) All employees who are supervised directly by the Commissioners Court (County Executive, Legislative Liaison, Special Assistant, etc.), like all other employees, are subject to the leave provisions in Chapter 110 of the Travis County Code.

(b) Any employee who is supervised directly by the Commissioners Court shall submit timesheets and requests for any type of leave to the County Judge.

(c) The County Judge is authorized to act as the Elected/Appointed Official or the supervisor for employees supervised directly by the Commissioners Court in relation to taking appropriate action regarding timesheets and requests to use any type of leave.

(d) In their discretion, the County Judge, on their own or upon request of the employee, may present the request for leave to the Commissioners Court for consideration at a meeting of the Travis County Commissioners Court.

110.0451 [Repealed][60] [61]

110.04515 Paid Transferred Vacation Leave[62] [63]

(a) The purpose of this section is to provide a means by which a transfer employee who has not been paid for the vacation leave accrued while an employee at the City of Austin may transfer accrued vacation time earned as an employee of the City of Austin.

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[59] Section 110.04501 was added 7/28/2009, Item 40

[60] Section 110.0451 Unpaid Transferred Vacation Leave added 3/19/1999, Item 4

[61] Section 110.0451 Unpaid Transferred Vacation Leave repealed 10/29/2024, Item 35

[62] Section 110.04515 was added 9/16/2008, Item 10

[63] Section 110.04515 Paid Transferred Vacation Leave amended 10/29/2024, Item 35

(b) A transfer employee shall receive a credit to paid transferred vacation leave for all of the vacation leave accrued while an employee at the City of Austin for which the employee was not paid on termination up to 400 hours.

(c) Full-time and part-time transfer employees shall be eligible to use paid transferred vacation leave upon employment with the county based on prior approval from their supervisor. Transferred vacation leave must be exhausted prior to using County accrued vacation leave.

(d) Upon separation, a transfer employee shall not be compensated for paid transferred vacation leave.

110.0452 Vacation Leave Accrual by Transfer Employees[64]

(a) The purpose of this section is to provide transfer employees with vacation accrual equivalent to the rate of accrual that would have applied if the source of their employment had not changed.

(b) Transfer employees shall earn vacation leave each pay period as long as county employment continues. Part-time transfer employees shall earn vacation leave on a prorated basis.

(c) Based on the combined years of county service and with the City of Austin full-time transfer employees shall earn vacation leave at the following rate:

(1)	0 - 5 years of combined employment	4 hours pay period
(2)	6 - 10 years of combined employment	4.5 hours per pay period
(3)	11 - 15 years of combined employment	5 hours per pay period
(4)	16 - 20 years of combined employment	5.5 hours per pay period
(5)	21 years of combined employment	6 hours per pay period

(d) Section 110.036 (c) and (d) apply to vacation leave earned by transfer employees.

110.0453 [Repealed][65] [66]

110.0454 Paid Transferred Sick Leave[67] [68]

(a) The purpose of this section is to provide a means by which a transfer employee who has not been paid for the sick leave accrued while an

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[64] Section 110.0452 added 3/9/1999, Item 4.

[65] Section 110.0453 Unpaid Transferred Sick Leave added 3/9/1999, Item 4.

[66] Section 110.0453 Unpaid Transferred Sick Leave repealed 10/29/2024, Item 35

[67] Section 110.0454 added 3/9/1999, Item 4.

[68] Section 110.0454 Paid Transferred Sick Leave amended 10/29/2024, Item 35

employee at the City of Austin transfer accrued sick time earned as an employee at the City of Austin.

(b) A transfer employee shall receive a credit to paid transferred sick leave to all of the sick leave while an employee at the City of Austin for which the employee was not paid on termination.

(c) Upon separation a transfer employee shall not be compensated for unused paid transferred sick leave. Transferred sick leave must be exhausted prior to using County accrued sick leave.

(d) Transferred employees will accrue sick time and use it in accordance with section 110.037.

110.0455 Paid Transferred Personal Holidays[69]

Transfer employees will be treated as new employees for the purposes of earning paid personal holiday time and hours will be added in accordance with section 110.044(c).

110.0456 Transfer Employees – Other Benefits[70]

(a) Transfer employees will be immediately eligible to participate in the County's

(1) Paid parental leave program (PPL)

(2) Catastrophic sick leave program (CSL)

(3) Family and Medical Leave Act (FMLA).

(b) Transfer employees currently enrolled in a City of Austin health insurance program will be eligible to participate in the County's health insurance program upon employment. Transfer employees not enrolled in a City of Austin health insurance program will be eligible to participate in the County's health insurance programs in accordance with existing enrollment requirements as approved by the Commissioners Court and implemented by HRMD.

110.046 [Reserved for Expansion (Benefits)][71]

110.0461 Health, Dental, and Vision Benefits[72]

A variety of health, dental and vision benefits may be provided upon approval by Commissioners Court during the budget process. The county coordinates and

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[69] Section 110.0455 added 10/29/2025, Item 35

[70] Section 110.0456 added 10/29/2025, Item 35

[71] Section 110.046 was repealed 5/19/2015, Item 16 Revised, effective 5/19/2015

[72] Section 110.0461 was added 5/19/2015, Item 16 Revised, effective 5/19/2015

contributes payments for group benefit programs for all regular employees who are scheduled to work 30 or more hours per week.

Temporary employees may be eligible for health, dental and vision benefits if working an average of 30 hours per week or more. Eligibility and enrollment dates will be determined using the measurement, administrative and stability periods in accordance with 26 Code of Federal Regulations Part 54.4980H. Travis County has elected to utilize a 12 month look back period in determining eligibility and enrollment dates. Please contact the Human Resources Management Department for additional information regarding period length and start dates.

Employees who are eligible for group health, dental and vision benefits may elect to have coverage for their spouses and/or dependents under the Commissioners Court approved health care benefit plan. If the employee elects coverage for them, the employee must authorize the deduction of the additional premiums necessary for spouse and dependent coverage from the employee's paycheck.

110.0462 Disability and Life Insurance Benefits[73]

A variety of disability and life insurance benefits may be provided upon approval by Commissioners Court during the budget process. All Regular employees who are scheduled to work 30 hours or more per week are eligible to participate and enroll in the group life and disability insurance benefits.

110.047 Flexible Benefits Accounts (FSA)[74]

Regular employees who are scheduled to work 30 hours or more per week may participate in a flexible benefits plan established by the Commissioners Court pursuant to the Internal Revenue Code. The plan allows employees to realize tax savings through the use of salary reduction. Salary reductions that are placed in your flexible benefit plan are not subject to federal income tax, social security tax and Medicare tax. Maximum contribution limits are set annually by the Internal Revenue Service.

(1) Medical. Salary reductions may be applied to reimburse the employee for qualified medical expenses you incurred during the plan year. The employee may receive the entire amount by which the employee has elected to reduce their salary for the plan year at any time during the plan year regardless of the amount salary reduction the employee has already experienced. Qualified medical expenses are those specified in the plan that would generally qualify for the medical and dental expense deduction in the regulations under the Internal Revenue Code.

(2) Dependent Care. Salary reductions may be applied to reimburse for the qualified day care expense the employee incurs during the plan

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[73] Section 110.0462 was added 5/19/2015, Item 16 Revised, effective 5/19/2015.

[74] Sections 110.047 – 110.051 were replaced 5/19/2015, Item 16 Revised, effective 5/19/2015.

year, but the employee can only be reimbursed up to the amount by which their salary has already been deducted during that plan year.

(3) Transportation/Parking. Salary reductions for parking or transportation allows the employee to pay parking or public transit expenses without paying tax on the amount spent for these expenses. Parking/transportation can only be reimbursed up the amount by which their salary has already been reduced during that plan year.

110.048 Deferred Compensation[75]

Deferred compensation, a tax-sheltered investment plan, is available to Regular Employees. Information on deferred compensation is available from the Human Resources Management Department.

110.049 Enrollment in Benefits[76]

(a) The Human Resources Management Department provides each new employee with a description of all benefits available to them and online access to all forms necessary for selection of benefits and enrollment in coverages.

(b) The Human Resources Management Department presents an open enrollment program once each year after the Commissioners Court has set the benefits. During open enrollment, the Human Resources Management Department informs the employees about the types of benefits available during the next plan year and provides descriptions of the extent of each benefit and its costs and the amount that the County pays toward these benefits. The Human Resources Management Department shall have persons available to answer any employee questions related to these benefits and assist employees in completing the enrollment process necessary to obtain the benefits the employee selects. The Human Resources Management Department provides online access to all forms necessary to enroll in selected benefits during open enrollment.

(c) The Human Resources Management Department cooperates with the auditor and the technology departments in the preparation of enrollment processes for employee benefits.

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[75] Sections 110.047 – 110.051 were replaced 5/19/2015, Item 16 Revised, effective 5/19/2015.

[76] Sections 110.047 – 110.051 were replaced 5/19/2015, Item 16 Revised, effective 5/19/2015.

110.050 Retirement System[77]

New Regular employees and Temporary employees who are approved at hire to be employed by the County for more than six continuous months with the County are required to become a member of the Texas County and District Retirement System.

An employee is fully vested after eight years of service.

Benefits from the Texas County and District Retirement System may be coordinated with retirement benefits from other governmental agencies.

110.051 Employee Assistance Program[78]

Because a wide range of problems, not directly associated with one's job function, can affect an employee's job performance, when funding is made available, the County maintains an employee assistance program that provides various services to support and assist Regular Employees. Problems which may affect an employee's work performance include physical and mental illness, financial and legal difficulties, personal relationship issues, marital and family distress, and alcohol and drug abuse.

110.052 Unemployment Benefits

(a) The county will file a response to all contestable unemployment claims filed by former county employees.

(b) Elected/appointed officials should notify the Human Resources Management Department when first notice of an unemployment claim is received.

(c) The Human Resources Management Department will accompany all elected/appointed officials to hearings resulting from unemployment claims.

110.053 [Reserved for Expansion][79]

110.0535 On-site Park Ranger Residence Policy[80]

(a) Policy. The purpose of this policy is to establish rules, regulations, and procedures regarding Travis County Park Ranger residences.

(b) Goals and Objectives. The goals and objectives of establishing park residences are to:

(1) Provide 24-hour emergency response for law enforcement incidents, search and rescue operations, medical emergencies, vehicle lock-ins, and severe weather notification, and

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[77] Sections 110.047 – 110.051 were replaced 5/19/2015, Item 16 Revised, effective 5/19/2015.

[78] Sections 110.047 – 110.051 were replaced 5/19/2015, Item 16 Revised, effective 5/19/2015.

[79] Section 110.053 was repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

[80] Section 110.0535 amended 8/5/2008, Item 21.

(2) Provide 24-hour protection of park assets and infrastructure and cultural and natural resources.

(c) Residence Location Criteria. The location of each residence will playa key role in meeting the goals and objectives of this policy. Residences are to be located at Southeast Metropolitan Park (currently vacant and awaiting repairs), Northeast Metropolitan Park, East Metropolitan Park (currently no residence), Bob Wentz Park, and Pace Bend Park.

Residences will be constructed at Arkansas Bend Park and Milton Reimers Ranch Park as these two parks are developed. Each park within the Travis County parks system does not need a residence; however, each residence shall be located to enable a resident park ranger to respond quickly to situations within a specific geographic area of the parks system. As the County continues to expand its park system, the following criteria will be used to determine where residences are to be located:

(1) Threshold of risk to the County's investment; i.e., multi-million dollar investment of County funds in metropolitan parks require on-site protection in order to limit vandalism, discourage unauthorized use of parks after hours, and provide for asset and resource protection.

(2) Geographic area to respond to situations within a district; e.g., the Bob Wentz Park resident park ranger can respond to Mansfield Dam, Hippie Hollow, Balcones Canyonlands Preserve tracts, etc.

(3) Parks with significant overnight park activities, such as camping, that have a resulting impact on the health and safety of visitors and employees. (See attachment A- "Resident Ranger Response Areas Map")

(d) Structural Criteria for Residences. Each residence must meet certain criteria in order to be approved as a Ranger Residence for Travis County. Any existing residences or new residences being considered for inclusion in the list of Ranger Residences should meet the following criteria:

(1) The County shall equip kitchens with a stove, dishwasher, and refrigerator that meet "energy star" requirements.

(2) A residence with 3 bedrooms and 2 full bathrooms is desirable, and required if a new residence is constructed.

(3) Any new residence shall consist of a minimum of 1500 square feet of livable space.

(4) Each residence shall include pre-wired telephone and data lines.

(5) Each residence shall be separated from the park proper with a 6-foot privacy fence.

(e) Minimum Resident Qualifications. Employee resident selection win be based on the following criteria:

(1) Employee must be a Park Ranger, Park Ranger Supervisor, or Chief Park Ranger.

(2) Employee performance "Meets" current job expectations as determined by the employee's rating during the annual Performance Appraisal; any time the employee's job performance falls below "Meets Expectations" as a result of the annual Performance Appraisal, the County Executive, subject to terms of the Lease Agreement, may require the resident and all other occupants to vacate the residence.

(3) Employee must be a Certified Emergency Medical Technician - Basic, or higher certification level, and maintain TCEMS system credentials.

(f) New Residence or Vacancy in Existing Residence. When a new residence becomes available or when a current residence becomes vacant, a park ranger who is interested in occupying the residence may submit a written request to a selection committee which will select a candidate to reside in that residence in accordance with the selection committee's procedures. A park ranger must meet the minimum qualifications set forth in Subsection (e) in order to submit a written request to reside in a new or vacant residence.

(g) Resident assignments may change from year to year, requiring residents to move to another park location.

(h) Persons qualified to occupy a residence are the qualified ranger and their "immediate family" as defined in Chapter 110.076, subsection (7), of the Travis County Code.[81]

(i) Responsibilities of Resident Rangers. Each resident park ranger shall:

(1) Respond to emergency situations after operating hours.

(2) Provide surveillance and protection in the parks and preserves.

(3) Provide mutual aid assistance as needed or requested, for example, to TCSO, LCRA, EMS, ESDs, the Fire Department, etc.

(4) Provide 24-hour emergency response for law enforcement, search and rescue operations, medical emergencies, vehicle lock-ins, and severe weather notification.

(5) Provide 24-hour protection of the park infrastructure and cultural and natural resources.

(6) Open and close the parks and preserves as scheduled, or as necessary.

(7) Perform unscheduled emergency maintenance for park facilities, as needed.

[81] See Chapter 114 Compensation.

(8) Act as a liaison to special groups who routinely utilize the parks and preserves or who live in the immediate vicinity, such as athletic organizations, volunteer response organizations, neighborhood associations, concessionaires, or special user groups.

(9) Assist staff, visitors, or those persons with park-related business, as necessary.

(j) While job-related work could occur at the residence, the intent of the residence policy is that the residence serves as the domicile for the park ranger and family. The resident ranger shall not use the residence as a location to perform routine job duties unless preapproved by the Parks Division Manager.

(k) Each resident ranger is required to complete a "Resident Ranger Response Log" weekly and submit to their supervisor. The Log will be factored into the resident's annual Performance Appraisal in order to determine if the resident is meeting the expectations outlined in this policy. (See attachment B- "Resident Ranger Response Log").

(l) Criteria for Determining Taxable Value of Rent. All park ranger residents receive a taxable benefit equal to the Factored Rent of the property, based on an inspection of the housing, and the application of the formula shown in the table below.

(1) The taxable value of rent for each residence is determined by the formula and method of assigning points to the specific residence as shown in the table below. Factors to determine the rent include the total square footage of the residence, HVAC, and appliances of the residence, condition, and age of the structure, degree or amount of privacy, and the current fair market rental value of the residence.

(2) The fair market rental value ("Gross Rental" in the table) of the house equals the total square footage of the house multiplied by the average rate per square foot for rental houses in the Austin area ("Austin Rental Rate"). The total is rounded to the nearest $100. Then the fair market rental value ("Gross Rental") is multiplied by the Factor Points assigned and then by 0.01 to arrive at the Factored Rent:

Square Feet x Austin Rental Rate x Total Factor Points Assigned x 0.01 - Factored Rent.

(3) Each fiscal year the TNR Finance Division shall determine the Factored Rent for each residence utilizing the latest information available.

(4) Table of Factor Points and Formula for Determining Rent:

(A) Square footage of residence (select one category) Possible Factor Points

(i) < 1500 square feet 5 points

(ii) > 1 500 square feet 10 points

(B) Heating / AC system and appliances (combined)

(i) Central Heat 10 points

(ii) Central A/C 10 points

(iii) Major Appliances (stove, dishwasher) 10 points

(C) Structural/Age (select one)

(i) Requires substantial upgrading / repair 0 points

(ii) Requires minimal upgrading / repair 10 points

(iii) Good condition throughout 20 points

(iv) Superior condition 30 points

(D) Degree of Privacy (select one)

(i) Residence located within a Metropolitan park, or attached to maintenance area, headquarters, etc. 0 points

(ii) Residence located in camping park (24 hour visitation) 10 points

(iii) Residence located in day use only park 20 points

(iv) Residence located within, or attached to maintenance area, headquarters, etc. AND residence located in day use only park. 10 points

(v) Total Factor Points

(E) Current market value of residence (as rental property) is total square footage times local market rate. Total rounded to the nearest $100. Total square feet x local market rate is = Gross Rental

(F) Calculation of Rate

Total Factor Points x 0.01 x gross rental amount

Points x .01 x $$$$ = Factored Rent

*Residence data provided by Facilities Management and market rates are provided by TNR Right-of-Way.

**Square footage was measured by TNR Inspectors.

(m) Lease Agreement. A park ranger, upon meeting the qualifications for residence occupation, will be required to sign a lease agreement. The agreement is typical of a residential lease contract. The lease agreement will be between the park ranger resident and Travis County. Pursuant to the terms of the agreement, occupants of the residence will include those listed, adults and minors, at the time of the signing, and a list of authorized occupants approved by the County Executive is required prior to occupation. Replacements or change of co-residents may be allowed upon Travis County's written consent, pursuant to the terms of the lease agreement.

(n) Obligations of Residents. Residents and occupants who violate any of the following may be asked to vacate their residence and may face possible disciplinary action, up to and including termination:

(1) When responding from the residence, the resident park ranger must carry proper identification.

(2) At no time should a resident park ranger approach a member of the public in an official capacity when under the influence of alcohol or any drug, or when impaired by the use of prescription or non-prescriptive medications.

(o) Obligations of the County.

(1) Pursuant to the established preventive maintenance schedule, the County (Facilities Management) will perform, or have performed, annual mechanical, structural, and operational checkups, and will perform general repairs, including flooring replacement, and interior and exterior painting.

(2) The County will provide gas hookups or propane storage tanks where needed.

(3) The County (Facilities Management) will maintain, repair, or replace septic tanks and drain fields, and will maintain on-site sewage disposal system, including rodding of lines, septic pumping, and wastewater fees.

(4) The County will provide water and/or a water system that conforms to State health standards.

110.054 On-Duty Meals for Sheriff's Staff

(a) Any corrections staff member whose on-duty shift includes the time during which a meal is served to the prisoners may be given the same meal served to the prisoners during that shift at no charge.

(b) Any law enforcement staff member who is engaged in activities involving a prisoner during the time when a meal is being served to the prisoners may be given the same meal served to the prisoners during that shift at no charge.

(c) Corrections and law enforcement staff members are limited to one meal at no charge during each duty day. Each duty day is a full work shift.

[Subchapter E. Reserved for Expansion[82]]

[Subchapter F.] Travel[83]

110.061 Travel Eligibility[84]

(a) Travis County employees, officials, and persons who travel for county business may receive reimbursement for their travel expenses.

(b) It is the responsibility of the County Auditor to manage the travel reimbursement process and ensure that the county meets the Internal Revenue Service (IRS) requirements for an accountable plan.

(c) Departments and offices are encouraged to submit a reimbursement request timely so as to avoid the reimbursement become taxable income.

[110.068 – 110.070 Reserved for Expansion][85]

[Subchapter G.] General interpretative provisions

110.071 Authority

This manual is adopted by the Commissioners Court acting in its capacity as the governing body of Travis County. Travis County adopts this manual under the authority of the laws of the state of Texas.

110.072 Jurisdiction

This manual applies to all employees who are paid by Travis County.

110.073 Effective Date

This manual shall become effective upon adoption by the Commissioners Court.

110.074 Construction, Precedents, and Interpretation

(a) This manual shall be construed strictly so that no rights are created that are not specifically created by this manual. This manual shall be applied prospectively.

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[82] Subchapter E Worker's Compensation (sections 110.005 to 110.060) was repealed 9/18/2018, item 12, and moved to Chapter 31. Risk Management, Subchapter G.

[83] Sections 110.062 – 110.067 were repealed 9/17/2013, Item #29. See annual budget rules for rules related to travel.

[84] Section 110.061 was replaced 9/17/2013, Item #11.

[85] Sections 110.068 to 110.070 (Parking) were repealed 8/30/2011, Item 31. See Chapter 161 Parking for rules related to Parking.

(b) Commissioners Court shall resolve any questions regarding any interpretation of this manual.

(c) If there is any conflict between this manual and the state constitution, or state law or a rule adopted under a state law or the United States Constitution, a federal law or a rule adopted under federal law, the policy shall prevail to the greatest extent possible without violating the United States Constitution, the state constitution, any constitutional federal or state law, or any constitutional rule adopted under either of these.

(d) The masculine, feminine, and neuter gender shall be construed to include the other genders if required. The singular and plural should be construed to include the other number if required. Words in the present tense shall be construed to include the future tense.

(e) Words and phrases shall be read in context and construed according to the rules of grammar and common usage. Words and phrases that have acquired a technical or particular meaning, whether by definition in this manual or otherwise, shall be construed according to that acquired meaning. Throughout the manual, words defined in this chapter are shown in italics. The use of italics shall be construed to mean that the definition of the italicized word or phrase shall be the definition provided in this chapter.

(f) Throughout this manual, headings for chapters and sections are used for convenience only. These headings shall not be construed to expand or to limit the interpretation of the section that follows the heading.

110.075 Computation of Time

(a) When a period of time is stated in days, the days shall be construed as calendar days unless otherwise stated.

(b) If the last day of any period is a Saturday, Sunday, or county holiday, the period is extended to include the next day that is not a Saturday, Sunday, or county holiday.

110.076 Definitions[86] [87] [88] [89][90]

(a) In this manual, the following words and phrases shall have the meaning provided adjacent to the words below.

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[86] Section 110.076 amended 4/2/1996, Item #8.

[87] Section 110.076 amended 4/16/1996, Item #4.

[88] Section 110.076 amended 2/23/1999, Item #5.

[89] Section 110.076 was amended 3/9/1999, Item #4.

[90] Section 110.076(13),(15) and (16) were replaced 5/19/2015, Item #16 Revised, effective 5/19/2015.

(1) [Repealed][91]

(2) Compensatory time: authorized leave given to an employee as compensation for overtime worked, instead of monetary compensation.

(3) Conflict of interest: clash between the interests of the county and a person that exists when that person is making or participating in a decision on a matter involving a business in which that person has a substantial interest if it is foreseeable that an action on that matter would confer an economic benefit on the business.

(4) Effective date of separation: the final date the employee works for the county.

(5) Full-time employee: an employee who has regularly assigned work schedules of 40 hours per week.

(6) Holiday credit: a benefit category set aside for payroll purposes to allow the accumulation of hours accrued due to working on holidays, or for those employees who are regularly scheduled off on a holiday.

(7) Immediate family: an employee's spouse, parents, children, grandchildren, sister, brother, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or person(s) within the same household with whom the employee shares a significant relationship of mutual caring, who are in or incapacitated.

(8) Overtime: time worked in excess of 40 productive hours in one workweek by non-exempt employees. A workweek begins and ends at midnight on Saturday.

(9) Part-time employee: an employee who has regularly assigned work schedules of less than 40 hours per week.

(10) [Repealed][92]

(11) Peace officers: persons who are in a law enforcement activity, whose job mandates state peace officer certification. This includes constables, deputy constables, corrections officers, and sheriff’s deputies.

(12) Productive time: time spent performing job duties required of a county position, representing the county in an official capacity or attending official, county-required training. Time spent away from work on the following types of leave is not counted as productive time: such as vacation leave, emergency leave, personal holidays, sick leave, family and medical leave, holiday, military leave, and leave without pay. Jury

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[91] Section 110.076(a)(1) was repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

[92] Section 110.076(a)(10) was repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

duty is productive time; however, it will not be used to calculate overtime pay.

(13) Regular employee: an employee hired without limitation as to duration of their employment, and who may be either Full-time or Part-time.

(14) Separation: the discontinuance of an employee's service with the county as a result of resignation, dismissal, retirement, or death.

(15) Seasonal employee: an employee who is hired into a position for which the customary annual employment is six months or less and who performs services that are performed exclusively at certain seasons or periods of the year and, because of the nature of the services, may not be carried on throughout the year

(16) Temporary employee: an employee hired for a limited period of time for any position that is not an authorized regular position. Temporary employees may be fulltime or part-time.

(17) Transfer employee: a regular employee who became a county employee as a result of a decision by the Commissioners Court to perform a function, program. or other operation with county employees instead of contracting with the City of Austin for the services necessary to accomplish the function, program or other operation.

110.077 Acknowledgment

I have received, read, and understand all matters set forth in the Personnel Benefits Guidelines and Procedures Manual for all Travis County employees (blue book), and I agree to abide by its provisions, realizing that changes in the employment conditions may be unilaterally implemented by Travis County commissioners' court. Nothing in this manual is to be construed as a contract of employment or a provision guaranteeing the specific term or tenure of employment.

Prior to signing this acknowledgment, I was given an opportunity to ask any questions that I had about the matters described in this manual.

By placing my signature below, I specifically agree to all terms and conditions described in the text of the general provisions appearing on page ii of this manual.

Print name signature

Social security number date

[Subchapter H.] Travis County Job Banding System: Process Methodology for Position Analysis, Position Classification, and Job Evaluation

110.078 – 110.087 [Reserved for Expansion][93]

[93] Sections 110.078 through 110.087 were repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

110.0875 Criteria for Approval of Salary above Midpoint at Hire[94]

(a) Elected and Appointed Officials and Department Heads may request Commissioners Court to consider approval of a salary above the midpoint of the pay range for a position when the office or department has an exceptional need that affects the county as a whole if:

(1) the office or department requires a specialized skill.

(2) there is an identified shortage of qualified applicants for the position, or

(3) other extraordinary circumstances exist.

(b) Request for approval of a salary above the midpoint of the pay range for a position must include the following information:

(1) the department name;

(2) the job title, the job code, the pay grade, and the slot number of the position for which the request is made;

(3) Justification for paying above midpoint should address the following criteria:

(A) Relevant education

(B) Relevant experience (including certification)

(C) Skill sets

(D) Other extraordinary skills.

(c) The Elected or Appointed Official or Department Head shall not offer an applicant a salary above midpoint in the authorized pay range before approval by Commissioners Court. HRMD shall not process and the County Auditor shall not pay a new employee or newly promoted employee above midpoint unless the Commissioners Court has previously approved the salary requested or the payment is made in compliance with the compensation policy.

Subchapter I. [Reserved for Expansion] [95] [96][97]

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[94] Section 110.0875 was amended on 9/24/2002, Item 16. See Chapter 114, Classification & Cash Compensation, adopted 9/15/15, Item 14.

[95] Subchapter I Acceptable Use of Information Technology (110.088-110.099) was added October 31, 2017 Item 16 Revised. Previous Subchapter I was repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

[96] Section 110.088 Acceptable Use of Information Technology Resources was added October 31, 2017, Item 16 Revised. Previous section 110.088 was repealed when Chapter 114, Classification & Cash Compensation was adopted 9/15/15, Item 14.

[97] Subchapter I Acceptable Use of Information Technology was repealed effective October 27, 2026. Chapter 136. Accepted Use of Information Technology was adopted 10/27/2026, Item 52.