

Delta County Appraisal District

POLICIES, PROCEDURES & OPERATIONS MANUAL

**APPROVED BY THE
DELTA COUNTY BOARD OF DIRECTORS**

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INTRODUCTION

The Delta County Appraisal District consists of Delta County, Delta County Road & Bridge, Cooper Independent School District, City of Cooper, City of Pecan Gap, Delta Municipal Utility District, Delta Emergency District #1, Fannindel Independent School District, Chisum Independent School District and Commerce Independent School District. Each taxing jurisdiction is liable for it's share of the actual cost of operating the Appraisal District.

This handbook is intended to provide information on procedures, policies and other personnel matters. It is not intended to imply any contract or contractual rights. The Delta County Appraisal District Board of Directors may modify or revise this handbook at any time.

Delta County Appraisal District is a separate political subdivision of the State of Texas and is a function of state government. Participation in the management of the district by local authorities is delegated by the state constitution, the statues, court decisions, attorney general opinions, rules and regulations of the State Comptroller's Office, Property Tax Assistance Division and the Texas Education Agency.

Delta County Appraisal District is lawfully established as a legal entity in accordance with provisions of those documents and agencies above cited. Authority to govern the district is vested in a five (5) member Board of Directors acting as an official administrative body. The Board of Directors shall act as the general agent of the State in carrying out the will of the people in its district in the matters of appraisal district property. The board shall be responsible for carrying out the mandatory laws, and shall consider or reject the provisions of the permissive laws. In all lawful matters of the Board of Directors shall consider itself the agent responsible for establishing, maintaining and appraising all classes of property of the district.

This manual serves as a restatement of Board Policies and Procedures of the Delta County Appraisal District as reflected in the minutes of the CAD Board and longstanding custom and practice.

TABLE OF CONTENTS

	POLICY NO.	PAGE NO.
I.	APPLICABILITY	1
II.	STATEMENT OF PERSONNEL POLICY	1
III.	ORGANIZATION	1
IV.	APPLICATION, APPOINTMENT AND RE-EMPLOYMENT	2
V.	PROMOTION, RESIGNATION, RETIREMENT, AND TERMINATION	5
VI.	COMPENSATION PLAN	6
VII.	LEAVE	9
VIII.	TRAVEL	14
IX.	CONDUCT AND DISCIPLINE	16
X.	POLICY FOR A DRUG-FREE WORKPLACE	17
XI.	GENERAL PROVISIONS	21
XII.	GRIEVANCE PROCEDURES	22
XIII.	EMPLOYEE BENEFIT PROGRAM	23

I. APPLICABILITY

These policies shall apply to all employees of the Delta County Appraisal District (hereinafter called District), except in those instances when they are in conflict or contrary to either Texas State Statutes and Law or laws and/or regulations of the United States Government.

II. STATEMENT OF PERSONNEL POLICY

- A. The purpose of this personnel policy is to ensure equitable treatment of all District employees, to make all employees aware of their rights and privileges and what they can expect from the district as well as what the District expects from them.
- B. In terms of policy, employment with the District shall:
1. Be based upon technical qualifications and overall fitness of the employee for the position.
 2. Be subject to the employee's good behavior and satisfactory performance of work, as well as the District's availability of funds.
 3. Provide just and equitable incentives, compensation, and conditions of employment with persons having similar duties and responsibilities being compensated on a uniform basis.
 4. Honor and protect the rights and interests of employees consistent with the best interests of both the District and the citizens of Delta County.

III. ORGANIZATION

A. The District is operated under the direction of a governing body known as the Appraisal District Board of Directors. The Board adopts policies and sets rules and regulations for the operation of the district. The policies, rules and regulations are implemented by the Chief Appraiser who is appointed by the Board to administer

the business of the District. The duties of the Chief Appraiser are set out in State Law (Chapter 6, Texas Property Tax Code) and provide that he/she is responsible for the administration of the District.

B. The District Board is directly responsible to the taxing jurisdiction within the county for the manner in which the District is administered. The Board appoints the Chief Appraiser and may remove him/her at any time he/she fails to execute duties.

C. In every organization, much of the authority and responsibility for running it must be delegated to department heads, supervisors, and ultimately each employee. Each department is responsible to the Chief Appraiser and the Chief Appraiser is directly responsible to the District Board of Directors for efficient operation of the district.

IV. APPLICATION, APPOINTMENT AND RE-EMPLOYMENT

A. GENERAL

All appointments to positions of employment within the District will be made with regard to merit and fitness without regard to Race, Color, Creed, Sex or National Origin. Discrimination will not be practiced or tolerated in the District.

B. APPLICATION

1. All persons desiring to be employed by the District should file a notice of job opening card with the Chief Appraiser. If and when a position of that type becomes available, the applicant will be contacted by the Chief Appraiser for further processing and evaluation.

2. Following satisfactory completion of the application, an offer of employment may be tendered.

3. Upon acceptance of the offer, the Chief Appraiser

shall complete all necessary employment and benefit forms and conduct orientation programs.

C. TRAINING PERIOD

1. The first six months of employment will be a training period for each employee. Performance of the employees will be carefully observed by the Chief Appraiser to evaluate the work of the employee and to aid in adjustment to the job. The Chief Appraiser will submit a report to the Board stating whether or not performance has been satisfactory at the end of the period. An employee may be removed at any time during this training period for unsatisfactory performance.

2. At the mid-point (3 months) of each employee's training period, a review of performance is conducted and the employee is briefed by the Chief Appraiser on his work and other factors relating to total performance.

3. At the completion of the training period, a thorough review is conducted and the employee is either certified as a regular employee or terminated.

4. The purpose of the training period is to determine that the employee can and will perform satisfactorily. It provides a period of training wherein the Chief Appraiser may help the employee succeed.

D. NEPOTISM

1. The Chief Appraiser and all staff personnel shall read and understand Article 5996a V.A.T.S. and govern themselves accordingly.

Article 5996a "Nepotism" states as follows:

"No officer of this state nor any officer of any district, county, city, precinct, school district, or other municipal subdivision of this state, nor any officer or member of any state district, county, city, school district or other municipal board or judge of any court, created by or under the authority of any general or special law of this state, nor any member of the Legislature, shall appoint, or vote for, or confirm the appointment to any office, position,

clerkship, employment or duty, of any person related within the second degree by affinity or within the third degree by consanguinity to the person so appointing or so voting, or to any other member of any such board, the Legislature, or court of which such person so appointing or voting may be a member. when the salary, fees, or compensation of such appointee is to be paid for, directly or indirectly, out of or from public funds or fees of office of any kind or character whatsoever: provided, that nothing herein contained, nor in any other nepotism law contained in any charter or ordinance of any municipal corporation of this State, shall prevent the appointment, voting for, or confirmation of any person who shall have been continuously employed in any such office, position, clerkship, employment or duty for a period one (1) year prior to the election of appointment of the officer or member appointing, voting for or confirming the appointment or to the election or appointment of the officer or member related to such employee in the prohibited degree. When a person is allowed to continue in an office, position, clerkship, employment, or duty because of the operation of exceptions contained in the two foregoing provisions then the judge, legislator, officer, or member of the governing body who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, re-employment, change in status, compensation, or dismissal of such person, if such action applies only to such person and is not taken with respect to a bona fide class or category of employees."

E. AGE

All regular employees of the District must be at least 18 years of age.

F. CATEGORIES OF EMPLOYMENT

All appointments will be made to one of the following categories:

1. Regular Full Time - requiring service for the full work day.

2. Regular Part Time - requiring service for a fraction of the full work day.

3. Temporary - requiring service that will last for a limited period of time - not to exceed 6 months in any 12 month period. Temporary employees are not eligible

for retirement, group life or health insurance, sick or vacation leave, holiday pay or merit increases.

G. LOYALTY

Every District employee and official is expected to be loyal to the Delta County Appraisal District by supporting and complying with State Laws and complying with instructions and regulations promulgated by the District Board of Directors and the Chief Appraiser.

H. PREJUDICE

No employee shall display prejudice for or against people or organizations that might affect the cordiality of their contacts with other employees or with the public.

V. PROMOTION. RESIGNATION. RETIREMENT. AND TERMINATION

A. PROMOTIONS

It is the policy of the District to provide promotional opportunities whenever possible to qualified personnel. Positions will be filled on the basis of merit, aptitude, experience, ability, education, and attitude.

B. RESIGNATIONS

Employees who resign their employment with the District shall be deemed to be terminated in good standing, if reasonable notice is given at least two weeks before the effective date, in writing, to the Chief Appraiser of their intention to resign and if other circumstances of the resignation are such as to justify good standing. Any employee who gives less than a two week notice is subject to forfeiture of accrued vacation pay.

C. TERMINATIONS

All employees of the Delta County Appraisal District are non-contract employees, are employed for an indefinite term of service, and are terminable at will, with or without

cause. Termination may be, but is not required to be, preceded by a conference with the Chief Appraiser and may be, but is not required to be, preceded by a period of time to be determined by the Chief Appraiser in which the employee will be given a written statement of areas in which improvement is mandatory and an opportunity to improve in these areas. Termination may be immediate and without a conference or without an opportunity to improve performance if, in the sole judgment and discretion of the Chief Appraiser, the best interests of the Appraisal District are served by immediate termination of the employee. No part of the personnel policies is intended to create, and should not be construed to create tenure, contract rights, or any expectation of continued employment.

All employees holding positions with the District which require professional registration or certification, such as appraisers, must maintain such registration or certification during their employment. Failure to do so will result in automatic termination of employment with the District.

VI. COMPENSATION PLAN

A. GENERAL

The Compensation Plan will be the budget adopted by the District Board of Directors on an annual basis. An automatic cost-of-living and salary adjustment is not implied and can only be approved by the District Board of Directors. Each employee's salary will be listed individually on the budget by position.

B. PAY

1. Pay rate will be weekly. All employees will be paid a weekly salary and will receive pay on a weekly basis.
2. Discrepancies in payroll checks resulting in overpayment, underpayment or otherwise should be brought to

the attention of the Chief Appraiser or the designated payroll supervisor.

3. The official paydays for employees are Friday.

C. OVERTIME

Employees who are not in administrative positions and who work in excess of forty (40) hours per week shall be paid overtime, if the work is authorized by the Chief Appraiser. Overtime shall be paid at the rate of one and one-half (1 1/2) times the regular rate. Upon request all employees may be paid for comptime as if vacation VII(D)2. ✓

D. TIME AND ATTENDANCE

Attendance Control: We define an absence as failure to report for and remain at work as scheduled; this includes late arrival at work, and leaving early as well. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, Workers' Compensation cases, approved leaves of absence, and days for which no work is scheduled.

Our program for the control of absenteeism follows:

1. All employees will maintain their own time sheets for each pay period. These time sheets are used to prepare payroll and therefore should be properly filled out with name, social security number, payroll periods, sick leave, paid leave or vacation time. Upon completion of the payroll period, each employee should sign and date a time sheet. The supervisor is responsible for reviewing the record sheets on a regular basis and making suitable comments as he/she desires and initialing the absence to certify his/her review. The employee attendance sheets will be approved by the supervisor at the end of the week and these books will be bound and kept in the possession of the

supervisor at all times. Each month the chief appraiser will review employee attendance sheets. As a general guide, any person incurring over five percent absence within a month may be considered to have a serious absentee control problem. Any abuse or neglect of the above instructions will be grounds for disciplinary action.

2. Working hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday. The District office will remain open during the lunch hour.

3. The daily lunch period is for one hour. Employees' lunch hour will be arranged accordingly by the Chief Appraiser.

4. The standard work week will be forty (40) hours, consisting of five (5) standard work days.

5. There will be two (2) daily breaks allowed for 15 minutes each. These periods allowed are not cumulative.

E. TERMINAL PAY

All employees who leave the employment for any reason shall receive all pay due them with the following qualifications:

1. Regular employees who have completed their training period and resign in good standing shall receive such pay.

2. Regular employees who retire are entitled to all benefits that accrue to those who resign in good standing.

3. Regular employees who expire, whether while actively employed or on leave, shall have the benefits paid to their respective estates just as if they had resigned in good standing.

4. Regular employees who are dismissed as a result of any criminal conviction shall forfeit their accrued vacation.

5. Regular employees who give less than two (2) weeks notice before resigning shall forfeit their accrued vacation.

6. Regular employees who are dismissed shall be given two weeks' pay with their terminal pay.

VII. LEAVE

A. VACATION

1. Annual vacation is provided for all permanent employees.
2. Vacation time is earned:

From time of employment, 1.54 hours per week will be accrued by each regular employee.
3. Temporary and Part Time Employees:

These employees do not earn vacation credits or other benefits.
4. Vacation time may not be carried over into another year.
5. Vacation Scheduling:
 - a. The Chief Appraiser shall ensure that all eligible employees take the full amount of vacation due them each year. Vacation time in units of less than 1/2 day will not be granted.
 - b. Vacation days must be scheduled, requested in writing, at least 2 days in advance to allow planning which will minimize the effect of the vacationing employee's absence. A form provided by the district must be completed and turned in for approval before vacation days will be granted.
 - c. Normally, employees with longer service will be given preference in vacation scheduling.
 - d. There will be no unearned vacation granted to any employee.
 - e. The chief appraiser and the office manager will have the authority to ask for changes in the vacation schedules for any employee if the work load requires it, or if other employees are absent for any other reason.
 - f. Employees who leave the District before completing training periods are not eligible to receive vacation time.

B. SICK LEAVE

1. The District shall grant 1.54 hours per week sick leave for all permanent full time employees. Sick leave may be accumulated to a maximum of 30 days. No one will receive compensation for accumulated sick leave time upon termination of service from the District.

2. Sick leave accumulation begins immediately upon employment; however, an employee must become a permanent employee in order to take paid sick leave.

3. Temporary employees are not eligible to accrue or take sick leave with pay.

4. An employee who becomes ill and cannot report to work shall notify his/her supervisor within a reasonable period of time. Failure to make proper notification without valid reasons constitutes absence without pay.

5. When an employee exceeds the amount of accrued sick leave, the employee shall then be allowed to take accrued vacation time in order to remain on the payroll. When vacation time is totally used, the employee then is removed from the payroll and will be placed on unpaid leave of absence.

6. Regular employees may use sick leave for children under the age of 12.

7. Abuse of sick leave shall constitute grounds for disciplinary actions. Sick leave shall not be used to take care of personal business, travel or any reason other than illness.

D. DISABILITY LEAVE

An employee, full, temporary, or part time, who is temporarily disabled in line of duty shall receive pay equal to the difference between the amount received from worker's compensation benefits and his/her normal salary for the period of their disability without charge against their sick leave or vacation time, subject to the following conditions:

1. Provided that the disability resulted from an injury or illness sustained directly in the performance of the employee's work, as provided in the State's Worker's Compensation Act.

2. If incapacitated for his/her regular assignment, the employee may be given other duties with the District for the period of recuperation. Unwillingness to accept such an assignment will make the employee ineligible for disability leave during the time involved.

3. A physician selected for approval by the Chief Appraiser shall determine the physical ability of the employee to continue working or when to return to work.

4. Disability leave shall not exceed sixty working days for any one injury.

D. PAY IN LIEU OF VACATION/SICK LEAVE

1. It shall be the policy not to pay an employee a payment in lieu of sick leave.

2. Due to policy VII A (4), it shall be the policy of the district to allow an employee to accept payment in lieu of vacation.

E. MATERNITY AND ADOPTIVE LEAVE

All aspects of the sick leave policy shall apply to maternity and adoptive leave except that arrangements must be made as to the length an expectant employee will be taking unpaid leave of absence which cannot exceed ninety days unless there are medical reasons.

F. COMPASSION OR EMERGENCY LEAVE

1. An allowance of three working days without pay may be granted to an employee for serious illnesses of any one in the immediate family of an employee. Any extension of this leave is at the discretion of the Chief Appraiser and must be secured by written permission. This type of leave is not cumulative. However, use of vacation time will be permissible.

2. An allowance of three working days with pay may be extended to an employee if there is a death in the immediate family. Immediate family shall be defined as an employee's husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother, sister, grandfather, grandmother, grandchild, brother-in-law, sister-in-law.

G. MILITARY LEAVE

Enlisted Reserve Corps Officers, Reserve Corps Reservists or National Guardsmen that are permanent District employees are entitled to two weeks leave of absence for reserve duty training with full pay less amount received for said reserve duty.

H. EDUCATION LEAVE

The District will provide payment for tuition, travel and fees for certification of personnel as required by State law.

I. CIVIC DUTY

Jury duty and trial witness duty will be paid leave. Employees will retain any fees paid for their jury services.

J. UNPAID LEAVES

At the discretion of the Chief Appraiser, leave without pay may be granted to any employee to take care of personal business.

K. ABSENCE WITHOUT AUTHORIZATION

Any employee failing to report for duty or failing to remain at work as scheduled, without proper notification or authorization or excuse, shall be considered absent without leave and shall not be paid for the period of absence involved. Such absence shall be grounds for disciplinary action.

L. LEAVES OF ABSENCE

1. Employees on paid leave of absence:
 - a. Will continue to participate in all benefit plans.
 - b. Will be paid for holidays occurring during the leave.

2. Employees on Unpaid Leave of Absence:
 - a. Will not be paid for holidays occurring during the leave.
 - b. Do not accrue sick leave days during the leave.
 - c. Will have their continuous service date revert to the last day worked prior to the start of the unpaid period.

M. COMPENSATORY LEAVE

1. Employees may accumulate compensatory time for hours worked in excess of normally scheduled hours in lieu of overtime pay.
2. Compensatory time off may be used only with the approval of the Chief Appraiser.
3. Compensatory time shall be on the basis of one and one half hours for each hour accumulated.
4. To repay compensatory time off, all employees shall work on the basis of hour per hour off.

N. HOLIDAYS

1. The Following holidays will be observed by the Delta County Appraisal District employees:

NEW YEARS DAY
MARTIN LUTHER KING DAY
PRESIDENT'S DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY

VETERANS DAY
THANKSGIVING DAY AND THE DAY AFTER
CHRISTMAS EVE AND CHRISTMAS DAY

2. Whenever any one of the above designated holidays falls on a Saturday, the holiday shall normally be observed the preceding Friday. Whenever one of the above holidays falls on Sunday, the holiday will normally be observed on the following Monday.

3. All employees shall receive full pay for each holiday observed by the District. Holidays that fall during any approved, paid leave or absence shall not be charged as days of leave taken.

0. RELIGIOUS HOLIDAYS

Employees, who are members of religious faiths which celebrate widely recognized holidays that are not district holidays, may take leave for those days and charge such time against annual vacation leave.

VIII. TRAVEL

A. TRAVEL - OUTSIDE THE DISTRICT

1. All out of District travel by employees of the District must be authorized by the Chief Appraiser.

2. Transportation costs for District officials or employees duly authorized to travel on official District business, shall be paid for by the District on a direct or reimbursable basis.

3. Incidental costs of travel, e.g., tips, cab fares, telephone calls, etc. shall be reimbursed by the District upon presentation of documentation of costs.

4. In addition to transportation and incidental reimbursable costs outlined above, the district will pay \$25.00 per day per diem for meals without documentation. Hotels or motels will be paid by the district. Any reimbursements over \$25.00 will be made in accordance with Section B of this policy. Receipts will not be required in those cases where receipts are not "normally" given the

traveler, but a written, signed, record of costs must be presented for reimbursement, in any case.

5. District officials or employees who use their privately owned vehicle for out of District travel shall be paid mileage at a set fee per mile basis (25 cents per mile). Detailed mileage records must be maintained and proof of automobile liability insurance coverage must be presented prior to any payment made by the District.

B. REIMBURSABLE EXPENSES

All requests for reimbursements related to the District operations (such as mileage, lodging, meals, etc.) shall be submitted by the claimant on the District's Expense Voucher. Receipts must be furnished. A daily log of actual mileage traveled in the performance of official business must be maintained by each claimant.

C. AUTO ALLOWANCE

The District may make arrangements with some employees to allow a flat monthly allowance for the employee to use their own vehicles in conducting District business rather than pay mileage or furnishing a District-owned vehicle. This auto allowance covers District travel only and any out of District travel will be reimbursed.

D. TRAVEL ADVANCES

Travel advances will be made to District officials and employees for out of town travel. These travel advances are only advances and should not be confused with reimbursements for travel. If the District owes the traveler money after the trip is completed, then the District will promptly pay upon the receipt of a travel voucher. It is expected that if the advance was larger than the actual expenses, that the traveler will submit this difference when their travel voucher is submitted. If no travel voucher is settled after two weeks from the travel period, then the whole amount of the advance will be

deducted from the employee's next payroll check. If the travel advance section of this policy is abused, then the Chief Appraiser has the authority to place the abuser employee in a reimbursable basis only for travel.

IX. CONDUCT AND DISCIPLINE

A. All employees are expected to report to work on time, remain in the office during standard office hours, and to be diligent in performance of their assignments. If it is necessary for employees to leave the office during regular office hours, they should inform the Chief Appraiser.

B. All employees shall maintain a high level of personal conduct, both on and off the job.

C. All employees shall exercise the utmost care in the use of District property.

D. All employees shall render courteous treatment to the public.

E. No employee shall accept any gifts or favor from any person, firm, or corporation that might reasonably tend to influence him in the discharge of his official duties; or grant, in the discharge duties any improper favor, service or thing of value.

F. No employee shall use his official position to secure special privileges.

G. No employee shall grant any special consideration, treatment or advantage to any citizen, individual or group beyond that which is available to every other citizen, individual or group.

H. No employee shall disclose information that could

adversely affect the property, government or affairs of the District, nor directly or indirectly use any information gained by reason of their official position or employment for their own personal gain or benefit or for the private use of others.

I. Employees shall not engage in outside activities which will interfere with the performance of the duties assigned to them in the employment of the District, or which might impair their independent judgment in the performance of their public duty.

J. No employee shall use District supplies or equipment for any purpose other than to conduct District business.

K. No employee shall engage in any dishonest or criminal act or any other conduct prejudicial to the District or that reflects discredit upon the District.

L. Employees may be disciplined for dishonestly, drunkenness, immoral conduct, insubordination, discourteous treatment to the public, and other such acts.

M. Discipline includes, but is not limited to, suspension without pay or other appropriate action.

X. POLICY FOR A DRUG-FREE WORKPLACE

The objective of this policy is to develop a drug-and alcohol-free workplace which will help insure a safe and productive workplace. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on company premises or while representing the appraisal district off-premises is prohibited.

2. Being under the influence of alcohol or other drugs on appraisal district premises or while representing the appraisal district off-premises is prohibited. The unauthorized use or possession of alcoholic beverages and abuse of prescription drugs or over-the-counter drugs on appraisal district premises or while representing the appraisal district off-premises is prohibited.

3. Employees who violate the substance abuse policy are subject to appropriate disciplinary action up to and including termination.

4. The appraisal district shall implement a comprehensive drug and alcohol abuse education program. As part of that program, information will be provided on the availability of employee assistance program services.

5. Alcoholism and other drug addiction are recognized as diseases responsive to proper treatment. Employee assistance services will be made available to assist employees.

6. The policy applies to all employees regardless of rank or position the within appraisal district.

***** PENALTIES FOR VIOLATION OF POLICY*****

Any employee convicted of a criminal drug statute infraction occurring in the workplace shall notify the appraisal district in writing no later than five days after such conviction. The appraisal district will take one of the following actions within 30 days of receiving notice with respect to the convicted employee:

a) take appropriate disciplinary action against such employee, up to and including job termination.

b) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by the appropriate governmental agency.

*****EMPLOYEE ASSISTANCE PROGRAM (EAP)*****

Delta County Appraisal District will provide employees and their families with confidential, professional assessment and referral for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs or other personal problems adversely affecting their job performance. Confidential assessment and referral services will be provided without cost to the employee or family member. The cost of treatment, counseling or rehabilitation resulting from EAP referral will be the responsibility of the employee.

When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance.

Supervisor referrals to the EAP will include employee's release of information consent form to be returned to the chief appraiser by the EAP. Refusal to participate in, or failure to complete the EAP-directed program will be documented. Should job performance not improve after a reasonable amount of time, the employee is subject to progressive corrective action up to and including termination of employment.

Self-referral by employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself, does not preclude the appraisal district's use of corrective actions, participation in an EAP-directed program may enable the chief appraiser to allow time for completion of such program before initiating or determining additional corrective actions.

EAP-related activities, such as referral appointments, will

be treated on the same basis as other personal business or health matters with regards to use of sick or comp leave. Sick leave may be taken as needed, while comp time must be pre-approved.

*****DRUG-FREE AWARENESS PROGRAM*****

The Delta County Appraisal District will establish a drug-free awareness program for employees in order to educate them about the dangers of drug abuse in the district. The appraisal district will provide employees with literature and audio-visual materials to warn about the dangers of drug abuse. It will provide each employee a copy of the appraisal district's drug-free workplace policy as well as the penalties for violating said policy. The appraisal district will also provide each employee with information regarding the employee assistance program available to employees.

Employee Signature/Date

Witness Signature/Date

XI. GENERAL PROVISIONS

A. WORKING RELATIONSHIPS

It should be the responsibility of each employee to maintain high standards of cooperation with all employees and the public as well as efficiency and economy in their dealings with the District. Work shall be organized and directed toward achievement of these goals by all employees.

1. When work abilities, attitudes, personal production or conduct of any employee falls below the normal personnel standard, the Chief Appraiser should call this to the employee's attention. If the action or conduct is serious, this information will be documented in the employee's file.

2. All employees shall obey and carry out all orders given by the Chief Appraiser. If the employee has a complaint, the employee should follow procedures set forth in "Grievance Procedures".

B. POLITICAL ACTIVITY

All political activity not in accordance with the basic apolitical concepts of good management procedures is prohibited while employees are at work.

C. OTHER EMPLOYMENT

An employee is not restricted in any other employment as long as the employment does not conflict or affect their position with the District. It is, however, strongly suggested that all permanent employees notify the Chief Appraiser of any non-district employment.

D. TELEPHONES

All outgoing long-distance calls must be logged in on the line so designated by the Chief Appraiser by the

employee making the call. Any personal long distance calls will be handled the same way. When the bills arrive, it is expected that each employee pay for their personal calls. Failure to adhere to this policy could be grounds for disciplinary action.

E. CHANGE OF PERSONAL DATA

Correct and accurate employment records are important both to the District and to the employee. Employees are urged to notify the District when the changes occur such as change of address, phone number, marital status, number of dependents, etc.

XII. GRIEVANCE PROCEDURE

A. Insofar as may be possible, it is the intent of the District to anticipate and avoid occurrence of complaints or grievances. When complaints and grievances do occur, they are to be resolved as quickly as possible, and whenever possible, at the supervisory level closest to the origin of the complaint or grievance. The complaint and grievance procedure assures an employee with a disagreement that he/she will be heard, the grievance will be discussed and that corrective action will be taken if necessary.

B. "Grievance" means a complaint from an employee that the District has violated, misinterpreted, or inequitable applied an existing law, resolution, policy, rule or regulation as it applies to the conditions of employment. A disagreement of a nonexisting law resolution, policy, rule or regulation is not a "grievance".

C. If an employee has a complaint, he/she may present it to his/her immediate supervisor. No complaint or grievance can be resolved or corrected unless the employee's supervisor and management are aware of the complaint or grievance.

D. Employees shall not be subject to reprisal for using the grievance procedure.

E. Employees have a responsibility to use good judgment in exercising their rights under this procedure.

XIII. EMPLOYEE BENEFIT PROGRAM

The following employee benefit programs are available:

A. INSURANCE

The District budget does not allow funding for a major medical plan at this time.

B. WORKER'S COMPENSATION

All employees are covered under the Worker's Compensation Insurance Act. This Act entitles an injured employee to be compensated for lost time due to an on-the-job injury.

C. RETIREMENT PLAN

The District budget does not allow funding for a retirement plan at this time.