

**PERSONNEL POLICIES  
OF THE  
CALLAHAN COUNTY APPRAISAL DISTRICT**

1. Vacation Policy

Each employee shall be entitled to two (2) weeks vacation paid time off after the first (1<sup>st</sup>) anniversary date of his/her employment. One week may be taken after six (6) months employment, at the discretion of the Chief Appraiser. Any additional vacation time will be at the discretion of the Chief Appraiser. All vacation time should be taken within the calendar year, except at the discretion of the Chief Appraiser. Request for vacation during peak periods of work may be disapproved at the discretion of the Chief Appraiser.

2. Personal Leave

The purpose of personal leave is to provide each employee with time to attend to Personal business such as errands, funerals, etc., for which vacation time or sick leave is not appropriate. Each employee is entitled to two (2) days of personal leave after his/her first anniversary date. Time may be taken prior to that date at the discretion of the Chief Appraiser. One (1) additional day of personal leave will be awarded for each additional year of service up to a maximum of (5) days total personal leave. Time may be taken in one-half (1/2) day increments. Employees may not accumulate personal leave from one year to the next and will not be paid for personal leave time not taken.

3. Sick Leave

Each employee will be entitled to ten (10) days of paid sick leave after his/her first anniversary date, or five (5) sick days after six (6) months. Sick leave is entirely at the discretion of the Chief Appraiser, if employees do not abuse their sick leave, they may be granted sick leave time for a sick child/spouse. **THREE (3) OR MORE CONSECUTIVE DAYS MISSED DUE TO ILLNESS MAY REQUIRE A PHYSICIANS STATEMENT; THIS IS AT THE DISCRETION OF THE CHIEF APPRAISER! VIOLATION OF THIS POLICY FOR ANY REASON IS CAUSE FOR SUMARY DISMISSAL.** Sick leave may not be accumulated from one year to the next and the employee will not be paid for days not taken.

4. Overtime

Overtime may be required of any employee at the discretion of the Chief Appraiser. Each hour in excess of forty hours per week will entitle the employee to one and one-half (1-1/2) hours of compensatory time off, up to an annual cumulative total of 480 hours overtime worked, at which point the employee is entitled to overtime pay equal to one and one-half (1-1/2) times his/her hourly rate of pay. Compensatory time off may be taken during the same work period as it was earned, with the exception of peak periods of work. During such peak periods, compensatory time will be accumulated and taken at a later date that is satisfactory with both the employee and the Chief Appraiser. For the purposes of calculating overtime, only hours actually worked will be considered and time off for holidays or other reasons will not count toward the forty (40) hour weekly limit. **During periods requiring overtime** each employee will keep a weekly record card of

his/her time worked each day and will sign said card for entry into files of that individual at the end of each week, so that compensatory time may be calculated and a record kept in the file.

5. Leave without pay (LWOP)

Leave without pay may be taken only with the express consent of the Chief Appraiser. LWOP will be allowed only when all other leave has been exhausted and then only in cases of extreme circumstances. A permanent record of LWOP taken will be kept in each employees file. Extended absence under this provision of the policies of this District may lead to termination of employment if such termination is deemed by the Chief Appraiser to be in the best interest of the District.

6. Holidays

The following holidays will be observed by the District as paid days off:

New Years Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day & Friday following  
Christmas Day

*(Appraisal office will acknowledge all holiday time taken by the county courthouse, such as extra days at Christmas or New Years, etc.)*

7. General

Salaried employees pay is based on a 40 hour work week. Workdays will begin at 8:00 a.m. and end at 5:00 p.m. Each employee is entitled to two (2) thirty minute breaks paid. Each employee is entitled to one (1) hour unpaid time for lunch. Workdays may begin or end at earlier or later times at the discretion of the Chief Appraiser. Any time in excess of eight (8) hours daily will be treated as overtime PROVIDING the employee also works a minimum of forty (40) hours in that week.

8. Drug Abuse

The term "drugs" as used in this policy are drugs of all types including, but not limited to all illegal drugs, inhalants, alcohol, and overused or misused prescription drugs.

Any employee who is suspected of having any drug problem must submit to testing performed by an agency, doctor, or hospital of the District's choice. The cost of the test will be borne by the Appraisal District. Failure to submit for testing at the time and place named by the district will be grounds for immediate termination of employment. District insurance provides for treatment of drug problems as any other illness. That treatment is

subject to certain limitations detail in hospitalization insurance manuals. Time off with pay will be allowed to the extent that the employee has accumulated sick leave. Time off without pay will be allowed up to a maximum of 60 calendar days. A medical release is required before the employee may return to work. Full termination will result if treatment is not successful.

The District may require drug testing of any or all employees at any time. Failure to submit to the testing may result in immediate termination.

It is the intent of the District to enforce its policies in a uniform and consistent manner. The Chief Appraiser is solely responsible for said enforcement as well as handling any grievance brought forward by any employee. The Chief Appraiser may amend or otherwise alter these policies at his sole discretion as determined by the need of the District and its employees.