

HAMILTON COUNTY APPRAISAL DISTRICT
PERSONAL POLICY

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HAMILTON COUNTY APPRAISAL DISTRICT POLICY ON EMPLOYMENT AT WILL

EMPLOYMENT AT WILL

1. All employment with Hamilton County Appraisal District (CAD) shall be considered “at will” employment.
2. No contract of employment shall exist between any individual and Hamilton CAD for any duration, either specified or unspecified.
3. Hamilton CAD shall have the right to terminate the employment of any employee for any legal reason, or **NO** reason, at any time either with or without notice.
4. Hamilton CAD shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice.
5. Employees of Hamilton CAD shall have the right to leave their employment with the District at any time with or without notice.

**HAMILTON COUNTY APPRISAL DISTRICT
POLICY ON EMPLOYEE STATUS**

- FULL TIME** 1. A full time employee shall be any employee in a position which has a normal work schedule of at least forty (40) hours a week.
- PART TIME** 2. A part time employee shall be any employee in a position, which has a normal work schedule of less than forty (40) hours a week.
- TEMPORARY** 3. A temporary employee shall be any employee who is hired into a position which is expected to last for some specific duration or until a specific project is completed.
4. Temporary employees may be either full time or part time.
- REGULAR** 5. A regular employee shall be any employee hired into a position, which is not considered to be temporary.
6. Regular employees may be either full time or part time.
- EMPLOYMENT AT WILL** 7. All employees are considered to be “at will” employees as defined in the **POLICY ON EMPLOYMENT AT WILL** and employee status shall **NOT** be considered a contract of employment.
- NOTE** 8. Elected/Appointed Officials are not included under the term “Full time regular employee” under this Personal Policy Manual.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

**EQUAL
OPPORTUNITY**

1. It shall be the policy of Hamilton County Appraisal District (CAD) to be an equal opportunity employer.
2. Race, color, religion, national origin, sex, age, and disability shall **NOT** be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bonafide occupational qualification (BFOQ) exists.

**REASONABLE
ACCOMMODATION**

3. The CAD shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.
4. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON APPLICATION FOR EMPLOYMENT**

**JOB
ANNOUNCEMENTS**

1. Announcements for job openings with Hamilton County Appraisal District (CAD) may include, but **NOT** limited to, advertisements in local newspapers, or postings on Hamilton CAD bulletin boards and or doors.

APPLICATION

2. Before an individual can be considered to be an applicant for employment with Hamilton CAD, he/she shall be required to complete the Hamilton CAD application.
3. Copies of the Hamilton CAD application are available from the CAD Office and may be picked up at any time during the normal working hours.

SELECTION

4. The Chief Appraiser shall be responsible for selecting the applicant who he/she feels best meets the qualifications for an open position.

DISQUALIFICATION

5. Reasons for which an applicant shall be disqualified for consideration for employment shall include, but **NOT** be limited to, the following:
 - a) The applicant does **NOT** meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying.
 - b) The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process.

POLICY ON APPLICATION FOR EMPLOYMENT
(continued)

DISQUALIFICATION
(continued)

- c) The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
- d) The applicant is not legally permitted to hold the position.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON NEPOTISM**

**HIRING OF
RELATIVES**

1. In accordance with the Texas Nepotism Statutes, the Chief Appraisal of Hamilton County Appraisal District (CAD) shall not hire a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department which he or she supervises.
2. The civil law method, as approved by the Texas Legislature in 1991, shall be used for determining degree of relationship. (See the charts that follow.)

Consanguinity Kinship Chart
(Blood)

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

1st DEGREE

FATHER MOTHER

OFFICIAL

SON DAUGHTER

2ND DEGREE

GRAND FATHER GRAND MOTHER

BROTHER GRAND DAUGHTER

SISTER GRANDSON

3RD DEGREE

AUNT GREAT GRAND MOTHER

UNCLE GREAT GRAND FATHER

NIECE GREAT GRAND DAUGHTER

NEPHEW GREAT GRANDSON

Affinity Kinship Chart
(Marriage)

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

1ST DEGREE

SPOUSE'S
GRAND
DAUGHTER

FATHER-
IN-LAW

MOTHER-
IN-LAW

BROTHER'S
SPOUSE
(Sister-In-Law)

OFFICIAL

SPOUSE'S
BROTHER
(Brother-In-Law)

SON-IN LAW

OFFICIAL'S
SPOUSE

DAUGHTER
IN-LAW

SPOUSE'S
GRAND
MOTHER

2ND DEGREE

SPOUSE'S
GRAND
FATHER

SISTER'S
SPOUSE
(Brother-In-Law)

SPOUSE'S
SISTER
(Sister-In Law)

SPOUSE'S
GRANDSON

**HAMILTON COUNTY APPRAISAL DISTRICT
VACATION POLICY**

ELIGIBILITY

1. All full time regular employees shall be eligible for vacation benefits.
2. Part-time and temporary employees shall **NOT** be eligible for vacation benefits.

**INITIAL ACCRUAL
AND WAITING
PERIOD**

3. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee **MUST** work for a minimum of six (6) months in such a position before being eligible to use accrued vacation.

ACCRUAL RATE

4. Eligible Hamilton County Appraisal District (CAD) employees accrue vacation at the following rates based on continuous years of service **WITHOUT** a "break in service".

YEARS OF SERVICE	(ANNUALLY)
1-10 Years	10 Days
10-20 Years	15 Days
20 Years or More	20 Days

5. For purposes of this policy a "break in service" shall be defined as a lapse from employment by Hamilton CAD of more than one (1) year.
6. For purposes of this policy, a full time regular employee work day shall be defined as eight hours. A work week shall be defined as five days and or 40 hours worked.
7. Vacation shall **NOT** be accrued while an employee is on leave without pay.

VACATION POLICY
(continued)

- MAXIMUM ACCRUAL** 8. The maximum amount of unused vacation an employee shall be allowed to accumulate at one time is the amount of vacation hours the employee would normally earn in one (1) year at his or her current accrual rate **PLUS EIGHTY (80)** additional hours.
- SCHEDULING** 9. All vacation requests must be approved prior to the requested date. Scheduling of vacation shall be at the discretion of the individual department heads. Seniority **may** be taken into consideration when two employees request vacation during the same period.
- MINIMUM USAGE** 10. The minimum amount of vacation that may be taken at one time shall be one (1) day.
- BORROWING** 11. Employees shall only be allowed to use vacation, which has been accrued and shall **NOT** be allowed to borrow vacation against possible future accruals.
- PAY IN LIEU OF TIME OFF** 12. Employees shall **NOT** be allowed to receive pay for vacation, in lieu taking vacation.
- HOLIDAY DURING TIME OFF** 13. If a holiday falls during an employees vacation, the holiday shall be charged in accordance with the **POLICY ON HOLIDAYS** and shall not be charged against the employees vacation balance.
- PAY UPON TERMINATION** 14. Only employees who have worked for at least one (1) year in a position which accrues vacation at the time the employee resigns, discharged, or is terminated for any reason, shall receive pay for accrued vacation not to exceed a maximum of eighty (80) hours.
- RECORD KEEPING** 15. Each employee shall be responsible for accurately recording all off time used on his or her time sheet.

POLICY ON HOLIDAYS
(continued)

**HOLIDAY ON DAY
OFF**

5. If a designated holiday falls on an eligible employees day off, the employee shall be allowed to take another day off **WITH** pay during the following thirty (30) days. It is the responsibility of the employee to see that this day is scheduled within thirty (30) days.

EMERGENCIES

6. An eligible employee called in to work on a holiday because of an emergency, or other special need of the CAD, shall be given paid time off during the next thirty (30) days equivalent to the amount of time worked on the holiday.

**SPECIAL
OBSERVANCE**

7. Special consideration shall be given to employees requesting time off for religious or other special observances which are **NOT** designated as paid holidays for the CAD.
8. Determination of granted leave under Section 7 of this policy shall be made by the Chief Appraiser, based on the needs of the department.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON JURY DUTY LEAVE**

JURY DUTY

1. Employees of Hamilton County Appraisal District (CAD) who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury.
2. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will **NOT** include extra pay if jury service involves time outside the employees normal work schedule.
3. Any fees paid for jury service may be kept by the employee.

**OFFICIAL COURT
ATTENDANCE**

4. Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the CAD shall be entitled to leave with pay for such period as his/her court attendance may require.

**PRIVATE
LITIGATION**

5. If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time shall be charged to vacation or personal time or leave without pay.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON MILITARY LEAVE**

**GUARD AND
RESERVE**

1. Hamilton County Appraisal District (CAD) employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per Federal fiscal year Oct. 1 – Sept. 30 **WITH** pay to attend authorized training sessions and exercises.
- 2 The fifteen (15) day paid military leave shall apply to the Federal Fiscal year and any unused balance at the end of the year shall **NOT** be carried forward into the next Federal fiscal year.
3. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized **ONLY** for periods which fall within the employee's normal work week schedule.
4. An employee may use accrued time off or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen-day maximum.

ORDERS

5. An employee going on military leave shall provide his/her supervisor with a set of orders within two (2) days after receiving them.

ACTIVE MILITARY

6. CAD employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON MEDICAL INSURANCE**

ELIGIBILITY

1. All full time regular employees of the Hamilton County Appraisal District (CAD) shall be eligible for the group medical insurance benefit after a ninety (90) day's grace period.
2. Premium for the coverage for eligible employees shall be paid by the CAD.

**DEPENDENT
COVERAGE**

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

**EXTENSION OF
COVERAGE**

5. Employees who leave the employment of Hamilton CAD may be eligible for an extension of the medical coverage for themselves and their dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
6. Information on extension of benefits under COBRA is available from the Chief Appraiser (CA) and may be obtained during the normal working hours for that office.

INFORMATION

7. Details of coverage under the group medical insurance plan are available from the CA and may be obtained during the normal working hours for that office.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON WORKERS' COMPENSATION**

ELIGIBILITY

1. All Hamilton County Appraisal District (CAD) employees are covered by workers' compensation insurance while on duty for the CAD.

BENEFITS

2. Workers' compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of his/her job.
3. Workers' compensation also pays a partial salary continuation benefit for time lost from work in excess of seven (7) calendar days as the result of eligible work related injuries or illnesses.

**ACCIDENT
REPORTING**

4. Any employee who suffers a job related illness or injury shall be required to notify his/her supervisor within twenty-four (24) hours.
5. Failure to promptly report job related injuries or illnesses **MAY** affect an employee's eligibility for benefits or delay payments, which are due.

**PHYSICIAN'S
RELEASE**

6. An employee who has lost time because of a work related accident or illness shall be required to provide a release from the attending physician before being allowed to return to work.

**CONTRIBUTORY
FACTORS**

7. An employee's workers compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON RETIREMENT**

ELIGIBILITY

1. Full time regular employees shall be a member of the retirement benefit program through the District Retirement System.

CONTRIBUTIONS

2. Member employees shall make contributions to the retirement program through a system of payroll deductions at a rate set by the Hamilton County Appraisal District (CAD) Board of Directors. This rate will be a percentage of the member's biweekly wages.
3. Hamilton CAD shall make a contribution to each eligible employee's retirement account at the rate established by the CAD Board of Directors.

INFORMATION

4. Information on the retirement program may be obtained from the Chief Appraiser during the normal working hours for that office.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON SOCIAL SECURITY**

SOCIAL SECURITY 1. All Hamilton County Appraisal District (CAD) shall participate in the Federal Social Security program, which provides certain retirement, disability, and other benefits.

CONTRIBUTIONS 2. Contributions to this program shall be made by deductions from each employees pay check in accordance with the requirements of this program.

3. The CAD shall contribute an amount equal to the employee's contribution in accordance with the requirements of this program.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON FAMILY AND MEDICAL LEAVE**

ELIGIBILITY

1. To be eligible for benefits under this policy, an employee must:
 - a) Have worked for Hamilton County Appraisal District (CAD) at least twelve (12) months (it is not required that these twelve (12) months be consecutive); and
 - b) Have worked at least 1,250 hours during the previous twelve (12) months.

**QUALIFYING
EVENTS**

2. Family or medical leave under this policy may be taken for the following situations:
 - a) The birth of a child and in order to care for that child;
 - b) The placement of a child in the employees home for adoption or foster care;
 - c) To care for a spouse, child, or parent with a serious health condition; or
 - d) The serious health condition of the employee.

**SERIOUS HEALTH
CONDITON**

3. Serious health condition of the employee shall be defined as a health condition that makes the employee unable to perform the essential functions of his/her job.
4. Serious health condition of a spouse, child, or parent shall be defined as a condition which requires inpatient care at a hospital, hospice, or residential care medical facility, or a condition which requires continuing care by a licensed health care provider.

LEAVE AMOUNT

5. Up to twelve (12) weeks leave per twelve (12) month period may be used under this policy.
6. The CAD will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy.

POLICY ON FAMILY AND MEDICAL LEAVE

(continued)

- LEAVE AMOUNT**
7. All leave taken under this policy during the prior twelve (12) month period shall be subtracted from the employees twelve (12) week leave eligibility and the balance the employee is entitled to take at that time.
 8. If a husband and wife both work for the CAD, the maximum combined leave they shall be allowed to take in any twelve (12) month period for the birth or placement of a child is twelve (12) weeks.

- PAID AND UNPAID LEAVE**
9. If an employee has accrued paid vacation, sick leave and any other paid leave the employee shall be required to use accrued paid vacation, sick leave and any other paid leave first with the remainder of the twelve (12) weeks as unpaid leave.
 10. An employee who is taking leave because of the employee's own serious health condition, or the serious health condition of an eligible family member shall be required to first use all paid vacation, sick leave and any other paid leave, with the rest of the leave period being without pay.
 11. An employee taking leave for the birth of a child shall be required to take paid vacation, sick leave and any other paid leave for the recovery period after the birth of the child prior to going on leave without pay.
 12. After the recovery period from giving birth to a child, the employee shall be required to use paid vacation, sick leave and other available paid leave prior to going on leave without pay.
 13. An employee who is taking leave for the placement of a child in the employees home for adoption or foster care shall be required to use all paid vacation, sick leave and other paid leave prior to going on leave without pay.

POLICY ON FAMILY AND MEDICAL LEAVE

(continued)

PAID AND UNPAID LEAVE 14. The maximum amount of paid and unpaid leave that may be used under this policy in any twelve (12) month period is twelve (12) weeks.

INSURANCE 15. While on leave under this policy, the CAD shall continue to pay the employees medical insurance premium at the same rate as if the employee had been actively at work.

16. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.

17. Payment for coverage under Section 16 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.

18. While on leave without pay, the employee shall be required to pay for premiums due to the CAD under Section 16 of this policy no later than thirty (30) days after the due date which the CAD sets or the coverage shall be discontinued.

INTERMITTENT LEAVE AND REDUCED SCHEDULE 19. Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member.

20. A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee or the employee's eligible family member.

21. All work time missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employees twelve (12) week leave eligibility.

POLICY ON FAMILY AND MEDICAL LEAVE

(continued)

PHYSICIAN'S STATEMENT

22. The Cad shall have the right to ask for certification of the serious health condition of the employee or the employee's eligible dependent when the employee requests or is using leave under this policy.
23. The employee should respond to the request within fifteen (15) days of the request or provide a reasonable explanation for the delay.
24. Certification of the serious health condition of the employee shall include:
 - a) The date the condition began;
 - b) It's expected duration;
 - c) The diagnosis of the condition;
 - d) A brief statement of the treatment; and
 - e) A statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's job.
25. Certification of the serious health condition of an eligible family member shall include:
 - a) The date the condition began;
 - b) It's expected duration;
 - c) The diagnosis of the condition;
 - d) A brief statement of treatment; and
 - e) A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
26. If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment of medical necessity for taking intermittent leave or working a reduced schedule.

FAMILY AND MEDICAL LEAVE

(continued)

**PHYSICIAN'S
STATEMENT**
(continued)

27. The CAD shall have the right to ask for a second opinion from a physician of the CAD'S choice, at the expense of the CAD, if the CAD has reason to doubt the certification.
28. If there is a conflict between the first and second certifications, the CAD shall have the right to require a third certification, at the expense of the CAD, from a health care practitioner agreed upon by both the employee and the CAD, and this third opinion shall be considered final.

**REQUESTING
LEAVE**

29. Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his/her immediate supervisor.
30. Where practicable, an employee should give his/her immediate supervisor at least thirty (30) days notice before beginning leave under this policy.
31. Where it is not reasonably practicable to give thirty (30) days notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.
32. If an employee fails to provide thirty (30) days notice for foreseeable leave, the leave request may be denied until at least thirty (30) days from the date the CAD receives notice.

- REINSTATEMENT** 33. Employees returning from leave under this policy, and who have not exceeded the twelve (12) week maximum allowed under this policy, shall be returned to the same job or a job equivalent to the one the employee held prior to going on leave.

POLICY ON FAMILY AND MEDICAL LEAVE

(continued)

REINSTATEMENT 34. When an employee is placed in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.

(continued)

35. The CAD shall have **NO** obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum twelve (12) weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave.

REPAYMENT OF PREMIUMS 36. Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the twelve (12) weeks maximum leave allowed under this policy shall be required to reimburse the CAD for all medical premiums paid by the CAD while the employee was on leave without pay.

OTHER BENEFITS 37. While on leave without pay under this policy, an employee shall **NOT** earn time off, or earn other benefits afforded to employees actively at work, except for those stated in this policy.

OTHER ISSUES 38. Any area or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act (FMLA) and the regulations issued to implement it.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON FUNERAL LEAVE**

- FAMILY FUNERAL LEAVE**
1. Employees shall be allowed up to three (3) days leave with pay for a death in the immediate family.
 2. For purposes of this policy, immediate family shall include the employee's spouse and the child, parent, grandparents, grandchild, brother or sister of the employee or employee's spouse.

HAMILTON COUNTY APPRAISAL DISTRICT RETURN-TO-WORK POLICY

1. Policy Overview

This policy covers employees who are on leave due to an occupational injury or illness. Because employees are our most valuable resource, Hamilton County Appraisal District (CAD) attempts to help employees return to work as soon as possible after their physician certifies their fitness to do so.

2. Coordination With Attending Physician

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

3. Return-to-Work Options

Arrangements to facilitate an employee's early return to work are made in consultation with the employee's attending physician and /or other qualified medical professionals. The following options are explored:

- **Return to prior position.** An employee is offered the opportunity to return to his or her prior position if the attending physician certifies that the employee can perform the essential functions of the job with or without reasonable accommodations. The Personnel office is responsible for working with the employee's supervisor and attending physician (and third-party consultants, as necessary) to provide any reasonable accommodations.
- **Light duty.** Any employees who are not yet able to return to their former duties are offered (subject to the restrictions set out in Section 4 of this policy) a temporary light-duty assignment that has approval of the employee's attending physician and Hamilton CAD. The CAD and the employee's attending physician working together may develop and implement the light-duty assignment. The assignment can consist of the employee's regular job with reduced working hours and/or activities, or an alternative light-duty position.

RETURN TO WORK POLICY

(continued)

A written offer of employment must clearly state:

- The position offered and the duties of the position;
- Hamilton CAD's agreement to any limitations or conditions set out in the attending physician's certification of the employees fitness to return to work;
- The job's essential functions; and
- The job's wage, working hours, and location.

6. Permanent disabilities

When reaching maximum medical improvement, an employee can have a permanent disability that impairs the employee's ability, with or without reasonable accommodations, to return to his or her regular position. Hamilton Cad, in consultation with the employee's attending physician and Texas's Workers Compensation Department, must evaluate the following options:

- Securing vocational rehabilitation services from Texas's Employment Department or private consultants, as appropriate. Services can include assessment and testing, counseling, and training.
- Finding a position at Hamilton CAD commensurate with the employee's knowledge, skills, and abilities.

Employees with permanent disabilities are paid partial or total permanent disability benefits as required under Texas's workers compensation program.

7. Medical Information

All employee medical information is held in strict confidence in accordance with the Americans with Disabilities Act. Medical inquiries are limited to those permitted under Texas's workers; compensation statute and applicable federal law.

8. Coordination with FMLA

Nothing in this policy should be construed as denying employees their rights under the Family and Medical Leave Act or any other federal or state law.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON ATTENDANCE AND TIMELINESS**

ATTENDANCE

1. Each employee shall report to work on each day he/she is scheduled to work unless prior approval for absence is given by the employees supervisor or the employee is unable to report for work because of circumstances beyond their control.

TARDINESS

2. Each employee shall be at his/her place of work at the starting time set by his/her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.
3. Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

NOTIFICATION

4. If an employee is unable to be at work at his/her normal reporting time, the employee shall be responsible for notifying his/her supervisor on or before 9:00 a.m. of the circumstances causing the tardiness or absence.

**EXCUSED AND
UNEXCUSED**

5. Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.
6. Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

POLICY ON ATTENDANCE AND TIMELINESS
(continued)

LEAVE WITH OUT PAY 7. Full time employees absent from work who have been put on disciplinary suspension, who are not eligible for vacation or sick leave, or who choose not to use accrued hours of vacation or sick leave are considered to be on leave without pay.
(No vacation or sick leave will be accrued on Leave without Pay).

ABANDONMENT OF POSITION 8. An employee who does not report for work for three (3) consecutive scheduled workdays, and who fails to notify his or her supervisor may be considered to have resigned his/her position by abandonment.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON COUNTY APPRAISAL DISTRICT'S PROPERTY**

- RESPONSIBILITY**
1. Each County Appraisal District (CAD) employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, computer, or other CAD equipment assigned to him/her.
 2. CAD employees shall only use equipment, vehicles, tools, computers, and any other CAD property that they are authorized to use.

- PERSONAL USE**
3. Personal use of CAD vehicles, equipment, supplies, tools, computers and any other CAD property shall **NOT** be permitted.

EXCEPTION

*a) An employee shall reimburse the Cad for any and all personal telephone calls, including but **NOT** limited to long distance charges upon receipt of statement **NO** later than five (5) days of notification.*

- LICENSES**
4. A cad employee who operates any CAD equipment or vehicle which requires a license shall be required to have a current active license for that vehicle or equipment any time he/she operates it.
 5. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify his/her supervisor of any change in the status of that license.
 6. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.
 7. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the CAD's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

POLICY ON COUNTY APPRAISAL DISTRICT'S PROPERTY
(continued)

ACCIDENTS

8. Any employee involved in an accident while operating CAD equipment or vehicles shall immediately report the accident to his/her supervisor and the proper law enforcement agency.
9. A copy of all accident and incident reports prepared by the employee shall be sent to his/her supervisor.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON CONFLICT OF INTEREST**

**CONFLICT OF
INTEREST**

1. Employees of Hamilton County Appraisal District (CAD) shall **NOT** engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a CAD employee.
2. Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

PROHIBITED

3. Activities which constitute a conflict of interest shall include but **NOT** be limited to:
 - a) Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the CAD, that might reasonably tend to influence the employee's performance of duties for the CAD or that the employee knows or should know is offered with the intent to influence the employee's performance.
 - b) Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties.
 - c) Accepting outside employment, compensation, gifts or favors that might reasonably tend to impair independence of judgment in performance of duties for the CAD.
 - d) Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his/her duties for the CAD.
 - e) Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a CAD employee in favor of that person.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON POLITICAL ACTIVITY**

- POLITICAL**
1. Employees of Hamilton County Appraisal District (CAD) shall have the right to support candidates of their choice and to engage in political activity during their personal time.
 2. CAD employees shall NOT:
 - a) Use their official authority or influence to interfere with or effect the result of any election or nomination for office;
 - b) Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
 - c) Use any equipment, property or material owned by the CAD for political activity or engage in political activity while on duty for the CAD.
 3. *In the event that an employee chooses to run for an elected position, the above A, B, and C applies.*

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON SAFETY**

**SAFETY
STANDARDS**

1. Each County Appraisal District (CAD) employee shall be required to adhere to the general safety standards established for all employees and to all additional safety standards for their job or the department in which he/she works.

VOLATIONS

2. Failure to follow the safety standards set by the CAD shall make an employee subject to disciplinary action, up to and including termination.
3. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

4. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe condition to the supervisor.

1

HAMILTON COUNTY APPRAISAL DISTRICT POLICY ON SEXUAL HARASSMENT

POLICY

1. It shall be the policy of the Hamilton County Appraisal District (CAD) to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the CAD becomes aware.
2. Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment.

DEFINITION

3. Sexual harassment shall include, but not limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:
 - a) Submission to such conduct is either an expressed or implied condition of employment;
 - b) Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
 - c) The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

CLAIMS

4. All claims of sexual harassment shall be taken seriously and investigated.
5. While all claims of sexual harassment shall be handled with discretion, there can be **NO** complete assurance of full confidentiality.
6. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment.

POLICY ON SEXUAL HARASSMENT

(continued)

REPORTING

7. Employees who feel they have been sexually harassed should immediately report the situation to the supervisor who is responsible for the department in which they work.
8. If, for any reason, the employee feels that reporting the harassment to the department head may **NOT** be the best course of action, the report should be made to the Board of Directors.
9. The official or department head to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.
10. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions, which are to be taken.

OTHER RIGHTS

11. Reporting or failing to report claims in accordance with the procedure given in this policy shall **NOT** limit other legal recourse an employee may have in regard to sexual harassment charges.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON PAY PERIODS AND TIME SHEETS**

PAY PERIOD

1. The pay period for the Hamilton County Appraisal District (CAD) shall be a biweekly pay period.
2. If a payday falls on a holiday, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

TIME SHEETS

3. Each employee shall be required to fill out a time sheet to be turned into his/her supervisor on the last day of each pay period.
4. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.

PAY ADVANCES

5. Advances in pay shall **NOT** be made to any employee for any reason.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON COMPENSATION**

APPLICATION

1. This policy shall apply to all County Appraisal District (CAD) employees.

**SALARIED
EMPLOYEES**

2. All CAD employees shall be paid on a by-weekly basis.
3. Full time regular employees shall be compensated for all normal hours.
4. Part time regular employees, the CAD compensates the employee for all hours worked in a workweek up to the amount designated by the CAD for the position.
5. Salaried employees shall be paid on a by-weekly basis.

TEMPORARY

6. Temporary employees shall be paid at an hourly rate that meets or exceeds the minimum wage established by the Fair Labor Standards Act (FLSA), as amended.

REINSTATEMENT

7. An employee who resigns from Hamilton CAD in good standing will be eligible at any time for reinstatement if the employee meets all job requirements, and if the reinstatement is in the best interest of Hamilton CAD. Before reinstatement all steps will be observed in the application for employment process as stated in this policy. (1.04, Page 1 of 2)

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON PAYROLL DEDUCTIONS**

**REQUIRED
DEDUCTIONS**

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

RETIREMENT

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

**OPTIONAL
DEDUCTIONS**

3. Any optional deduction authorized by the Board of Directors and approved by the employee shall also be made from the employee's paycheck.
4. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Chief Appraiser.

**HAMILTON COUNTY APPRAISER DISTRICT
POLICY ON WORK SCHEDULE AND WORKWEEK**

WORK SCHEDULE 1. The normal hours of work for most positions in the County Appraisal District (CAD) shall be from 8:00a.m. until 5:00 p.m., Monday through Friday.

EXCEPTIONS 2. In order to meet the needs of the CAD, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

3. The need for schedules that vary from the normal schedule shall be determined by each supervisor.

WORKDAY 4. The workday for the CAD shall begin at 8:00 a.m. each day and end at 5:00 p.m.

WORKWEEK 5. For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Hamilton CAD shall begin at 8:00 a.m. on each Monday and end five (5) consecutive workdays later (40 hours).

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON HOURS WORKED AND OVERTIME**

HOURS WORKED 1. Hours worked shall include all time actually spent in the service of the County Appraisal District (CAD) as defined in the Fair Labor Standards Act (FLSA) and its regulations.

OVERTIME APPLICATION 2. Overtime, as defined by this policy, shall apply to all CAD employees eligible for overtime compensation under the FLSA.

OVERTIME DEFINITION 3. Overtime shall include all time actually worked for the CAD in excess of 40 hours in a workweek.

4. Paid leave shall **NOT** be counted in determining if overtime has been worked in any workweek.

5. Except in emergency situations, an employee shall be required to have authorization from his/her supervisor before working overtime.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON OVERTIME COMPENSATION**

**POLICY
APPLICATION**

1. This policy shall apply to all County Appraisal District (CAD) employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA).

**OVERTIME
COMPENSATION**

2. Overtime compensation shall be paid at a rate of one and one-half (1 ½) the employee's regular rate of pay.
3. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON GRIEVANCES**

PROCEDURE

1. Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor and submit grievance in writing.
2. If the immediate supervisor does **NOT** resolve the grievance, the employee shall have the right to discuss the grievance with the Board of Directors.
3. The decision of the Board of Directors shall be final in all grievances.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON DISCIPLINE**

DISCIPLINE

1. Each supervisor shall have the authority to administer discipline to employees in his/her department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the supervisor feels is not acceptable as it relates to the employees job or the best interest of the department or County Appraisal District (CAD).

**TYPES OF
DISCIPLINE**

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

**AT WILL
EMPLOYMENT**

3. All CAD employees are at will employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/her job.
4. The CAD retains the right to terminate the employment of any individual at any time for any legal reason, or **NO** reason, with or without notice. The CAD also retains the right to change any condition, benefit, privilege, or policy of employment at any time with or without notice.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON DRUG AND ALCOHOL**

PURPOSE

1. The purpose of this policy shall be to establish a drug and alcohol-free workplace to help ensure a safe and productive work setting for all employees.

APPLICABILITY

2. This policy shall apply to **ALL** employees of the Hamilton County Appraisal District (CAD) regardless of rank or position and shall include temporary and part-time employees.

POLICY

3. The following shall be a violation of this policy:
 - a) The manufacture, distribution, dispensing, possession, sale, purchase, or use of alcohol, a controlled substance or drug paraphernalia on CAD property.
 - b) Being under the influence (consumption) of alcohol or illegal drugs while on CAD property or while on duty for the CAD.
 - c) The unauthorized possession or use of prescription or over-the-counter drugs while on CAD property or while on duty for the Cad.
 - d) The use of prescription or over-the-counter drugs, while on CAD property or while on duty for the CAD, in a manner other than that intended by the manufacturer or prescribed by a physician.

DEFINITIONS

4. **A controlled substance** shall include any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C.S 812), as amended.
5. **CAD property** shall include **ALL** owned, rented or leased real property such as buildings, land parking lots lockers, desks, closets, storage areas, etc.

POLICY ON DRUGS AND ALCOHOL

(continued)

DEFINITIONS

(continued)

6. **Drugs** shall include any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
7. **Drug paraphernalia** shall include equipment, a product, or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise inducing into the human body an illegal drug or controlled substance.
8. **Illegal drug** shall include any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under ANY federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any other than a legitimate medical reason, and inhalants used illegally.
9. **Under the influence** shall be defined as a state of having a blood alcohol concentration of 0.08 or more where alcohol concentration has the meaning assigned to it in Penal Code 49.01; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.
10. Any employee during working hours at any time upon request of the supervisor may be subject to an alcohol or drug test.

POLICY

VIOLATIONS

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

POLICY ON DRUGS AND ALCOHOL
(continued)

**PRESCRIPTION
DRUGS**

12. Employees taking prescription medications shall be required to notify their supervisor of any possible effects the medication might have regarding their job performance and physical/mental capacity.
13. Any information concerning prescription medications being used by an employee, and any other medical information, of which the supervisor becomes aware, shall be treated as confidential information.
14. Prescription medications used at work are to be kept in their original container.

TREATMENT

15. Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals.
16. Information on benefits provided for treatment of alcohol and drug problems through the CAD's medical insurance program is available in the employee's insurance coverage booklet.

RESERVATION

17. Although adherence to this policy is considered a condition of continued employment, nothing in this policy shall alter an employee's status and shall not be deemed a contract or promise of employment.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON SEPARATIONS**

DEFINITION

1. A separation shall be defined as any situation in which the employer-employee relationship between the County Appraisal District (CAD) and a CAD employee ends.

**TYPES OF
SEPARATION**

2. All separations from Hamilton CAD shall be designated as one of the following types:
 - a) Resignation
 - b) Retirement
 - c) Dismissal
 - d) Reduction in work force (layoff)
 - e) Death
 - f) Other

RESIGNATION

3. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Hamilton CAD and the separation does **NOT** fall into one of the other categories.
4. Employees who are resigning should submit a written notice of resignation to his/her supervisor. An employee can **NOT** be rehired for one (1) year after resignation for the same or similar position within the CAD.

RETIREMENT

5. Retirement shall be any situation in which an employee meets the requirements to collect benefits under the CAD retirement program and voluntarily elects to leave employment with the CAD.
6. An employee who is retiring should notify his/her supervisor of that intent at least thirty (30) days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

POLICY ON SEPARATIONS

(continued)

- DISMISSAL** 7. A dismissal shall be any involuntary separation of employment that does **NOT** fall into one of the other categories of separation.
- DISMISSAL** 8. Hamilton CAD is an at will employer and a supervisor may dismiss an employee at any time for any legal reason or **NO** reason, with or without notice.
- REDUCTION IN FORCE (LAYOFF)** 9. An employee shall be separated from employment because of a reduction in force when his/her position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position.
- DEATH** 10. A separation by death shall occur when an individual dies while currently employed by the CAD.
11. If an employee dies while still employed by the CAD, his/her designated beneficiary or estate shall receive **ALL** earned pay and benefits.
- OTHER** 12. Any separation that does **NOT** fall into one of the categories outlined previously in this policy shall be designated as an other separation.
13. When a separation is designated as other the supervisor shall provide details of the nature of the separation for the personnel records in the employee's file.
14. An employee can **NOT** transfer within the Cad from one department to another without the approval of the Chief Appraiser.
- NOTIFICATION** 15. As soon as a supervisor becomes aware of separation from employment, or the intent to separate employment, by an employee, the supervisor shall be responsible for immediately notifying the Chief Appraiser.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON TRAVEL AND EDUCATION EXPENSES**

- MILEAGE REIMBURSEMENT** 1. Employees who use their own vehicles for County Appraisal District (CAD) business, with the exception of those receiving a Mileage Allowance or travel supplement which is included in their annual salaries, shall be reimbursed at the rate established by the Internal Revenue Service as the Standard Mileage Allowance per mile for all mileage driven in the service of the CAD.
- HOTEL** 2. Hotel costs incurred while on travel for the CAD will be reimbursed at the actual cost of the lodging.
3. Before lodging reimbursement will be made, itemized statements including original receipts must be submitted to the Chief Appraiser.
- MEALS** 4. Employees on travel who are required to stay overnight shall be reimbursed for meals not to exceed \$50.00 per day for each full day they are required to be away from home.
5. Original receipts must be turned in before meal expenses will be reimbursed.
- OUT OF STATE** 6. All out of state travel must be approved by the Chief Appraiser in advance.
- REIMBURSEMENT** 7. Employees shall receive reimbursement after completion of travel and approval of voucher by the Chief Appraiser.
8. No advances will be made prior to beginning travel.
9. Employees and supervisors have thirty (30) days **ONLY** to turn in itemized statements including original receipts for reimbursement.

POLICY ON TRAVEL AND EDUCATION EXPENSES

(continued)

EDUCATION

10. The CAD shall reimburse employees for fees for attendance at conferences, seminars, workshops, and schools provided that adequate funds are available in the budget.
11. To receive reimbursement, an employee must submit a copy of the receipt for the registration fee and a copy of the program agenda to the Chief Appraiser.
12. All attendance at such training must be approved by the Chief Appraiser.
13. The CAD will **NOT** advance any registration fee(s) for educational conferences or other training directly to the employee.
14. Travel expenses for training will be handled in accordance with the travel provisions of this policy.

HAMILTON COUNTY APPRAISAL DISTRICT INTERNET AND E-MAIL POLICY

INTERNET POLICY

This policy applies to any and all forms of use of the Internet, and does not supersede or limit any state or federal laws, nor any other agency policies regarding confidentiality, information dissemination, or standards of conduct. Generally, Internet use should be for legitimate County Appraisal District (CAD) /state business only; however, brief and occasional personal use (i.e., surfing, browsing) is acceptable if the following conditions are met:

GENERAL GUIDELINES:

1. Personal use of the Internet is a privilege, not a right. As such, use should be limited (for example, personal use could be allowed on a limited basis during lunch or other breaks, and during limited periods before and after the employees regularly scheduled working hours). The privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
2. Employees need to keep in mind that all Internet usage can be recorded and stored along with source and destination.
3. Employees have no right to privacy with regard to Internet use. Management has the ability and right to view employees' usage patterns and take action to assure that agency Internet sources are devoted to maintaining the highest levels of productivity.
4. The Internet path record is the property of the agency and therefore the taxpayers of Hamilton CAD. Such information is subject to the Texas Public Information Act and the laws applicable to State records retention.
5. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. Written permission is needed and should be obtained for these activities, or the activities should be included in the employee's job description.

GENERAL GUIDELINES:

(continued)

6. Each employee using the Internet shall identify him/herself honestly, accurately, and completely (including one's company affiliation and function where requested) when providing such information.
7. Only those employees or officials who are expressly authorized to speak to the media or to the public on behalf of the CAD may represent the CAD within any news group or chat room. Other employees may participate in news groups or chat rooms in the course of business when relevant to their duties, but they should do so as individuals speaking for themselves and must include a disclaimer in their comments similar to the following:

“This contains the thoughts and opinions of (employee name) and does not represent official Hamilton County Appraisal District policy.”

RESTRICTIONS:

1. Personal use of the Internet should not impede the conduct of CAD business; only incidental amounts of employee time periods comparable to reasonable coffee breaks during the day should be used to attend to personal matters.
2. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.
3. The Internet should not be used for any personal monetary interest or gain.
4. Employees should not subscribe to mailing lists or mail services strictly for personal use and should not participate in electronic discussion groups (i.e., list server, Usenet, news groups, chat rooms) for personal purposes.
5. Personal Internet use should not cause the CAD to incur a direct cost in addition to the general overhead of an Internet connection; consequently, employees are not permitted to store or print personal Internet material.
6. Employees must not intentionally use the Internet facilities to disable, impair, or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

INTERNET AND E-MAIL POLICY

(continued)

E-MAIL POLICY

This policy applies to e-mail used within the agency and e-mail used conjointly with the Internet, and does not supersede any state or federal laws, or any other Hamilton CAD policies regarding confidentiality, information dissemination, or standards of conduct. Generally, e-mail should be used only for legitimate CAD may be sent and received if the following conditions are met:

GENERAL GUIDLINES

1. Personal use of e-mail is a privilege, not a right. As such, privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
2. Employees need to keep in mind that all e-mail can be recorded and stored along with the source and destination.
3. Employees have no right to privacy with regard to e-mail. Management has the ability and right to view employees' e-mail.
4. Recorded e-mail messages are the property of Hamilton CAD and therefore the taxpayers of Hamilton CAD. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to State records retention.
5. Employees should be aware sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official CAD policy or opinion. Therefore, when an employee sends a personal e-mail, especially if the content of the e-mail could be interpreted as official CAD statement, the employee should use the following disclaimer at the end of the message:

“This e-mail contains the thoughts and opinions of (employee name) and does not represent official Hamilton County Appraisal District policy.”

E-MAIL POLICY
(continued)

RESTRICTIONS

1. Personal e-mail should not impede the conduct of county business; only incidental amounts of employee time. Time periods comparable to reasonable coffee breaks during the day should be used to attend to personal matters.
2. Racist, sexist, threatening, or otherwise objectionable language is strictly prohibited.
3. E-mail should not be used for any personal monetary interest or gain.
4. Employees should not subscribe to mailing lists or mail services strictly for personal use.
5. Personal e-mail should not cause the CAD to incur a direct cost in addition to the general overhead of e-mail. Consequently, employees, upon receiving personal e-mail, should read it and delete it. No storage or printing of personal e-mail is permitted.

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON EVALUATIONS**

EMPLOYEE EVALUATION

Employees are to be evaluated on a yearly basis on the anniversary of the date of their initial employment by the chief appraiser.

EMPLOYEE EVALUATION

EMPLOYEE _____ DATE ____ / ____ / ____
(RATE FROM 1 TO 10) RATING

1. PUNCTUALITY _____
COMMENTS _____

2. MEETS PUBLIC _____
COMMENTS _____

3. TREATMENT OF TAXPAYERS _____
COMMENTS _____

4. WORK ATTITUDE _____
COMMENTS _____

5. GENERAL APPREANCE _____
COMMENTS _____

6. KNOWLEDGE OF JOB _____
COMMENTS _____

7. QUANTITY OF WORK _____
COMMENTS _____

8. QUALITY OF WORK _____
COMMENTS _____

9. TIMELINESS OF WORK _____
COMMENTS _____

10. WORK HABITS _____
COMMENTS _____

11. CONTRIBUTES TO MORAL OF OFFICE _____
COMMENTS _____

12. DISCUSSES OFFICE OUTSIDE OF OFFICE _____
COMMENTS _____

CHIEF APPRAISER'S SUMMATION:

CHIEF APPRAISER _____

DATE _____

I CERTIFY THAT THE ABOVE EVALUATION AND REMARKS HAVE BEEN DISCUSSED WITH
ME BY THE CHIEF APPRAISER

EMPLOYEE: _____

**HAMILTON COUNTY APPRAISAL DISTRICT
POLICY ON EVALUATIONS**

CHIEF APPRAISER EVALUATION

Chief Appraiser is to be evaluated on a yearly basis by the board of directors of the appraisal district. The timing of the evaluation is to be done at the discretion of the board.

HAMILTON COUNTY APPRAISAL DISTRICT

EVALUATION – CHIEF APPRAISER

Name: _____ Date: _____

INSTRUCTIONS:

Each member of the Board shall rate the Chief Appraiser on each evaluation item. The numerical ratings must be supported by comments giving rationale and as much objective evidence as possible.

The Board Chairman shall tally the scores and determine a composite Board numerical average for each item. The Chief Appraiser and each Board member shall be given a copy of the Board's composite evaluation. The results shall be discussed in executive session.

Please evaluate the competency level of the Chief Appraiser based on a rating scale of 1 to 10, with 1 being an inadequate level of competency, 5 being an average level of competency, and 10 being an excellent level of competency.

PLACE APPROPRIATE NUMBER IN BLANK AND WRITE COMMENTS FOR EACH EVALUATION TOPIC:

1. Board's Goals and Objectives Evaluation

a. Implements and maintains a continuing process

b. Develops goals and objectives for the District

c. Assists staff in development of goals

d. Maintains long- and short-range planning process

COMMENTS:

2. Organization

- a. Organizes work materials and personnel to provide maximum efficient
_____ use
- b. Makes short-range plans to accomplish needed action
- c. Anticipates future needs and acts to meet those needs in an orderly way

COMMENTS:

3. Problem Solving

- a. Searches for and recognizes appropriate solutions to problems
- b. Perceives essentials of a problem

COMMENTS:

4. Leadership

- a. Takes the lead in starting needed action
- b. Makes impartial decisions
- c. Makes decisions readily
- d. Dependable in following through on decisions
- e. Tries new approaches to situations

COMMENTS:

5. Relationship with Board

- a. Prepares agenda and other meeting materials in cooperation with the Board Chairman
- b. Attends and participates appropriately in all meetings of the Board
- c. Keeps the Board informed on issues, needs, and operation of the Appraisal District
- d. Informs Board on policies and items requiring Board action, with recommendations based on thorough study and analysis
- e. Interprets and executes Board policies

- f. Supports Board policy and action to the Board, staff, and community

COMMENTS:

6. Personnel

- a. Recruits and assigns the best available personnel in terms of their
competencies
- b. Develops and executes sound personnel policies and practices
- c. Develops salary schedules for all personnel within budgetary limits
and recommends these to the Board
- d. Accepts responsibility for maintaining liaison between the Board and
personnel; works toward understanding between staff and Board
- e. Conducts a staff evaluation program; works with employees in a
timely and constructive way to point out deficiencies and increase effectiveness
- f. Accepts responsibility for personal actions and for actions of
subordinates

COMMENTS:

7. Duties/Responsibilities

- a. Understands and keeps informed regarding all aspects of Appraisal
District operations and responsibilities
- b. Oversees the administration of exemptions, renditions, valuation of
all property and equalization of values in accordance with the Property
Tax Code
- c. Prepares all appraisal records and presents them to the Appraisal

- Review Board in accordance with the Property Tax Code
- d. Notifies each taxing unit of the total value within the taxing unit and
_____ of values of individual properties within the taxing unit
 - e. Defends values against challenges by taxing units and taxpayers before
_____ the Appraisal Review Board
 - f. Contracts as necessary for the appraisal of specified categories of
_____ property or for complete reappraisals of property as provided for by the Property Tax Code
 - g. Maintains and continues to upgrade as necessary the District's
_____ computer services and system of maps

COMMENTS:

8. Business and Finance of Appraisal District

- a. Evaluates financial needs and makes recommendations for adequate
_____ financing of the District's operations
- b. Provides for appropriate involvement of entities in the development
_____ of the budget
- c. Determines that funds are spent in accordance with the adopted budget

- d. Determines that adequate accounting procedures and records are
_____ maintained and that external auditors' recommendations are implemented
- e. Keeps informed on the District's office, facilities, equipment, and
_____ supplies
- f. Provides adequate information to the Board on all financial matters

COMMENTS:

9. Communication

- a. Speaks effectively in front of large and small groups, expressing ideas
_____ in a logical and forthright manner
- b. Prepares and submits timely and accurate reports required by the Board
_____ and other federal and state agencies
- c. Responds to questions and requests; actively listens to a conversation
_____ or discussion; shares information openly and frequently
- d. Establishes and maintains an effective system of communication with
_____ staff, Board, entities, and public

COMMENTS:

10. Relationship with Community

- a. Develops cooperative relationships with taxpayers and others

- b. Develops cooperative relationships with news media

- c. Works effectively with the public and private agencies that come into
_____ contact with the Appraisal District

COMMENTS:

11. Development

- a. Maintains professional development by reading course work,
_____ conference attendance, professional activities, and visiting other districts
- b. Supports and encourages development of staff and Board through
_____ in-service education and other programs of professional development

COMMENTS:

12. Personal Attributes

- a. Maintains the health and energy necessary to meet the responsibility
_____ of the position
- b. Maintains neat appearance and is well groomed

COMMENTS:

SUMMARY

What are the three strongest areas of the Chief Appraiser's performance during the past year?

- 1. _____
- 2. _____
- 3. _____

What are the three areas most in need of improvement during the coming year?

- 1. _____
- 2. _____
- 3. _____

SUMMARY COMMENTS:

BOARD OF DIRECTORS

Marion Striegler – Chairman

Tim Eby – Vice-Chairman

David Lengefeld – Secretary

Billy Lasater

T. P. Medlock

I certify that the attached evaluation and remarks have been discussed with me by the
Hamilton County Board of Directors

Doyle Roberts

ACKNOWLEDGEMENT

I have received my copy of the Hamilton County Appraisal District (CAD) Personal Policy Manual that outlines my privileges and obligations as an employee and includes a summary of my benefits. I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and that I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the CAD. If I need clarification on any of the information in this manual, I will contact my supervisor.

Since this information is subject to change, it is understood that any changes will be communicated to me by my supervisor, or through official notices or bulletin boards.

I further understand that as a CAD employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers and myself, to continually make suggestions for improvement and to display a spirit of teamwork and cooperation.

Signature of Employee

Printed Name of Employee

Date Signed

13-01.00.00 TAXPAYER LIAISON OFFICER

PTC Sec 6.052

01.01.00 Purpose**01.01 Duties Assigned**

The Taxpayer Liaison Officer is directly responsible to the Board of Directors and is responsible for administering the public access functions of the District and resolving disputes between property owners and the District that fall under the jurisdiction of the Board. Hamilton CAD does not have a Liaison Officer.

01.02.00 Taxpayer Complaints**02.01 Jurisdiction of the Board**

The Board of Directors may hear any complaint concerning, but not limited to, the items listed below. The Board may not hear complaints concerning appraised value that are the responsibility of the Appraisal Review Board.

1. Appointing the Chief Appraiser
2. Contracting with other appraisal offices, taxing entities, or private firms to perform appraisal functions
3. Adopting annual budgets for the operation of the District and any collection functions it may have under contract
4. Determining the method of financing the annual budgets based on cost allocations among taxing entities
5. Purchasing or leasing real property, as well as constructing improvements, to establish the appraisal office
6. Ensuring preparation of annual audits by certified public accountants
7. Selecting a financial institution to deposit funds through bid solicitation
8. Entering into contracts for appraisal functions and for all expenditures in excess of \$5,000 in order to ensure that they comply with the competitive bidding requirements established by law
9. Being a necessary party to lawsuits brought by property owners concerning appraisals
10. Approving the appointment of the Agricultural Advisory Board
11. Appointing the members of the Appraisal Review Board and increasing the size of the Board's membership when necessary
12. Administering the District office in any other manner required by law

02.02 Complaint Procedures

Any complaint requiring action by the Board must be filed in writing. The complaint must adequately describe the situation, the person(s) involved, and the action(s) the property owner would like the Board to take concerning the complaint.

02.03 Complaint Resolved by Chief Appraiser

The Chief Appraiser will research each complaint for all possible remedies. If the CA and the taxpayer are able to resolve the problem, the CA will report the problem and its resolution in the CA Report to the Board at their next scheduled meeting.

02.04 Complaint Unresolved by Chief Appraiser

A property owner that is unable to resolve a complaint with the CA will be granted the opportunity to present the complaint to the Board in person. The complaint will be placed as an action item on the agenda for the next scheduled meeting of the Board.

02.05 Special Provisions

If a property owner has impairment and cannot present the complaint in writing, the complaint will be tape recorded and played to the Board in lieu of the written complaint and personal appearance.

01.03.00 Public Access Policies

03.01 Translators

A translator will be provided by the District for non-English speaking persons and for the hearing impaired if requested in writing by the property owner.

03.02 Special Access Requirements

For those property owners filing a complaint that have a physical, mental, or developmental disability, the District will provide the necessary services, including but not limited to, providing the proper arrangement for public forums to include the correct placement of microphones and sufficient area for wheelchairs and other mobility aides.

01.04.00 Miscellaneous Provisions

04.01 Public Information Pamphlets

The CA shall be responsible for preparing information of public interest describing the functions of the Board and the Board's procedures by which complaints are filed with and resolved by the Board, as well as any other information of public interest.