



LYNN COUNTY APPRAISAL DISTRICT 153

P.O. Box 789

Tahoka, Texas 79373

(806) 998-5477

PERSONNEL POLICY

PURPOSE

To establish specific procedures for the administration of personnel within the goals and objectives of the Appraisal District and to acquaint new personnel with the rules and regulations established by the Appraisal District Board of Directors concerning employee conduct, work requirements and benefits.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Appraisal District to provide equal employment opportunity to all persons on the basis of merit and without discrimination because of race, color, religion, age, sex, marital status, national origin or handicap.

PROBATIONARY PERIOD

Every person appointed to a position with the Appraisal District shall be required to complete a probation period of three (3) months. During this period, a person will not accrue sick leave, nor will they be eligible for any benefits.

The employee may be dismissed at any time during the probationary period when the quality of his/her work or attitude is not such as to merit continuation of employment with the Appraisal District.

DISMISSAL

An employee of the Appraisal District may be dismissed for good cause at any time if the work performance or conduct of the employee is deemed to be detrimental to the Appraisal District in accomplishing its delegated responsibilities, duties, and public trust.

RESIDENCE AND MORAL CHARACTER

All employees of the Appraisal District shall be residents of Lynn County or reside within the district. They shall be persons above reproach in character, cleanliness, moral, and personal habits.



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SUPERVISION

All employees will be under the supervision and authority of the Chief Appraiser.

An employee shall be diligent to be on time for work, do their full share of the work load, keep personal time off at a minimum.

BENEFITS

All full-time employees participate in the Texas County & District Retirement System as well as the Social Security program.

Health Insurance premiums for the employee is paid by the District. This is not optional - all employees must participate.

ANNUAL LEAVE

Annual leave is cumulated one day per month to be used each year as follows: 2 weeks vacation and 2 personal days. Employees with fifteen years of service earn an additional 1 weeks vacation.

If employee has not taken annual leave when leaving the employment of the District, annual leave may be paid.

SICK LEAVE

One day per month is for sick leave - may accumulate up to 90 working days. Must work 6 months before sick leave is effective.

EMERGENCY LEAVE

The Chief Appraiser may grant emergency leave for extreme emergency. Such leave will be deducted from employee's accrued sick leave and shall not be excessive.

HOLIDAYS

New Years Day

Labor day

Memorial Day

2 days Thanksgiving

July 4th

3 days Christmas

Good Friday(EAster)



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HARASSMENT: SEXUAL, RACIAL, RELIGIOUS, AGE

Harassment of any kind is not productive and does not belong in a work setting. Any individual who is subject to verbally abusive language relating to sex, race, religion or age or whom experiences sexually oriented physical touching is expected to report it immediately to the President of the Board of Directors, or to the Director with whom the employee is most comfortable. Any individual who is aware of such verbally or physically abusive conditions, as described in this section, should report such activity immediately. The Board will:

1. Initiate an investigation of the allegations within twenty-four hours of receiving a complaint. The investigation will consist of an initial interview with the complainant and a written record of the complaint, and interviews with the individual who is accused and any other employee who might have information regarding the incident. All discussions will be confidential.
2. Protect the identity of the person reporting the harassment.
3. Take prompt actions to ensure that the reported harassment will not occur in the future. These actions will include:
 - a. If the allegations are found to be true, appropriate disciplinary action, up to and including termination, will be taken against the offending party.
 - b. If the allegations are found to be false, no action will be taken against the alleged offending party, and no notation will be made in that party's file. If a false complaint is determined to be in any way malicious or meant to do harm to the District or the alleged offender, appropriate discipline will be taken to maintain the effectiveness of this complaint procedure.

If sufficient evidence is not discovered to support or deny the allegations, both parties will be advised. Every effort will be made to ensure that the alleged events will not occur again.

4. Ensure that in the event of harassment or retaliation against the person filing the complaint or the alleged offending party, the employee responsible for the harassment or retaliation will be subject to disciplinary action up to and including termination.
5. Ensure that these matters are dealt with the most confidential manner possible to protect the best interest of all parties.
6. Attempt to ensure that no one will suffer from false accusations.



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RESIGNATION

An employee may leave the employment of the Appraisal District in good standing by submitting notice of his/her resignation in writing at least ten (ten) days before leaving. Failure to give such notice may be considered as grounds for disapproval of any termination pay approved by the District.

APPROVED _____
Chairman

Attest:

DATE _____

Secretary

*Adopted
Approved
Board Minutes 5-14-91*



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EMPLOYEE POLICY FOR ANNUAL & SICK LEAVE

ANNUAL LEAVE


1 day per month - to be used each year
2 weeks vacation & 2 personal days
After fifteen years service to Appraisal District
employee accrues an additional week of vacation.

SICK LEAVE

1 day per month - may accumulate up to 90 working days
Must work for 6 months before sick
leave effective

IF EMPLOYEE HAS NOT TAKEN ANNUAL LEAVE, WHEN LEAVING THE
EMPLOYMENT OF THE DISTRICT, ANNUAL LEAVE MAY BE PAID.
THIS POLICY APPLIES TO FULL-TIME EMPLOYEES ONLY.

APPROVED IN MINUTES OF MEETING ON AUGUST 8, 2000.
POLICY EFFECTIVE BEGINNING WITH YEAR 2000.



CHAIRMAN

SECRETARY