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Effective June, 2003
Revised June, 2007

INTRODUCTION

WELCOME!

On behalf of all of your fellow coworkers at the Wichita Appraisal District, I would like to welcome you to the district and wish you every success as a Wichita Appraisal District employee. We are glad you have chosen to be a member of the Wichita Appraisal District team. We believe that each employee contributes to the organization's growth and success and, in turn, the District wishes to provide maximum opportunity and incentive for the growth and well being of all of our employees and their families.

This handbook was developed to describe some of the expectations of the District and to outline the policies, programs, compensation and benefits available to eligible employees. Wichita Appraisal District hopes that this manual is, and will continue to be, helpful to you so that you will have a better understanding of Wichita Appraisal District's philosophy, what we stand for, and the way we operate. You should familiarize yourself with the contents of this manual as soon as possible and direct any questions you may have to your supervisor or the Deputy Chief Appraiser.

Our growth as a district and as individuals depends upon adherence to these guidelines, as well as respect for and cooperation with one another. We look forward to having you as a part of our team.

Edward H. Trigg, Chief Appraiser
Wichita Appraisal District

INTRODUCTORY STATEMENT

This manual is designed to acquaint you with the Wichita Appraisal District and to provide you with information about working conditions, employee compensation and benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of this manual. No employee manual can anticipate every circumstance or question that may arise, and as the District grows, the policies may need to be changed. As a result, Wichita Appraisal District reserves the right to revise, supplement or rescind any policy or portion of this manual, as it deems appropriate. These changes will be communicated to you verbally or in writing and via future revisions to the manual.

This manual is not intended to create any contractual obligation or legal right. All Wichita Appraisal District employees are employed "at will," which means that either the employee or Wichita Appraisal District may end the relationship at any time, with or without notice, and with or without articulating a reason. Only the Chief Appraiser of Wichita Appraisal District, with the approval of the Board of Directors, has the authority to modify the at will employment arrangement or make changes to the policies and procedures explained in this manual.

EMPLOYMENT POLICIES

Equal Employment Opportunity. Wichita Appraisal District is committed to a policy of equal employment opportunity. This means that employment decisions affecting applicants and employees will not be based upon an individual's race, color, religion, gender, national origin, age, disability or any other unlawful basis. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge from employment. If you feel you have been unlawfully discriminated against, you should notify either your supervisor, the Deputy Chief Appraiser or any other person in management whom you are comfortable in approaching.

Nepotism. While Wichita Appraisal District has no general prohibition against hiring the relatives of our employees, for safety, security and morale reasons the District has established some restrictions on their employment by the District. These restrictions are intended to avoid actual bias or favoritism, as well as the appearance of unfair treatment of relatives. Employees may not supervise or otherwise influence the employment relationship of their relatives. Positions at Wichita Appraisal District that involve influence over the employment relationship include jobs in the Accounting, Payroll, and Human Resources Departments. For purposes of this policy, relatives are defined as the child, parent, siblings, grandparents and grandchildren of either the employee or the employee's spouse [including step-relations]. In certain circumstances, this prohibition may apply to unmarried employees who share housing or who are dating.

Orientation. The first ninety days of employment for every Wichita Appraisal District employee is referred to as the orientation period. The orientation period allows the new employee to evaluate the job, and also allows Wichita Appraisal District to evaluate the ability and performance of the employee. During this period, either the employee or Wichita Appraisal District may end the employment relationship without advance notice. Upon completion of the orientation period, employment remains at will. In some cases, the orientation period may be extended past ninety days in order to provide extra time to evaluate the employment relationship

Personnel Records. A personnel record will be maintained on each employee of Wichita Appraisal District. This file is the property of Wichita Appraisal District, and its contents will be kept confidential to the extent allowed by law. If you wish to review the contents of your file, you may make an appointment with the Deputy Chief Appraiser.

Changes in personal information, such as your address, telephone number, emergency contact information, marital status, increase or decrease in family size, should be reported to the administrative assistant in order to maintain accurate records for tax and insurance purposes.

Hours of Work. The workweek at Wichita Appraisal District begins at 12:01 a.m. each Monday and ends at midnight the following Sunday night. Hours in the workday are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Although these are the standard hours of operation, supervisors may need to change work hours or request overtime work in order to meet district needs. If overtime is needed, the supervisor will

notify those individuals necessary to perform the work with as much advance notice as is possible. You are expected to work the scheduled overtime unless you have an excuse that is satisfactory to your supervisor. Continued failure to work scheduled overtime may subject an employee to disciplinary action up to and including discharge from employment.

Employment Status. In order to meet its district needs, Wichita Appraisal District employs a variety of types of employees as follows:

- **Exempt.** An exempt employee is one who is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act, based upon the types of duties performed.
- **Non-Exempt.** A non-exempt employee is one who is covered by the minimum wage and overtime requirements of the Fair Labor Standards Act, based upon the types of duties performed.
- **Full Time.** Any employee who is regularly scheduled to work forty or more hours per workweek.
- **Part Time.** Any employee who is regularly scheduled to work less than forty hours per workweek.
- **Regular.** Full and part-time employees who have satisfactorily completed the ninety-day orientation period.
- **Temporary.** Employees hired for a specific project, job or assignment with the understanding that the employment is anticipated to end within a short time.
- **Probationary.** An employee who has not completed the ninety-day (or longer) orientation period, or who has otherwise been placed on probation for performance reasons.

Lunch and Break Periods. Employees who are scheduled to work eight hours or more may take up to one hour without pay for a lunch break. Employees are also allowed two 15 minute paid rest breaks (one in the a.m. and one in the p.m.) for personal needs such as smoking, restroom stops or personal phone calls.

Performance Appraisals. Wichita Appraisal District supervisors will strive to provide employees with informal performance appraisals on an ongoing basis, in the form of periodic feedback. In addition to these informal appraisals, employees will be evaluated using a formal written performance appraisal on an annual basis each December.

Outside Employment. In most cases, your ability to perform your job satisfactorily will be negatively affected by holding other employment, in addition to your job at Wichita Appraisal District. The outside employment may present a conflict of interest, if it involves work that is in competition with our District. Scheduling problems may arise when you are asked by your

supervisor to work overtime or on weekends or on a different shift. Your performance may suffer, if you are fatigued or distracted by your second job. For these reasons, you must report any outside employment to your supervisor. The District reserves the right to restrict outside employment, which may result in conflicts, performance or attendance problems. Also, the District's equipment, supplies and facilities may not be used by any employee for activities related to outside employment.

Open Door. The District's employees are truly its best asset. For that reason, we want you to feel free to share your questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, your immediate supervisor is in the best position to address your concern. If, however, you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, feel free to speak to the Deputy Chief Appraiser or anyone in management whom you are comfortable in approaching.

COMPENSATION POLICIES

General. Wichita Appraisal District's compensation policy is to strive to pay wages that are competitive with those in the community and the industry, recognizing individual effort and contribution to the District's success. The basis for an employee's compensation will be his or her knowledge, ability, scope of responsibilities and the demands of the job. Wage ranges are generally reviewed annually to maintain our competitive posture.

Overtime. Overtime pay is required for non-exempt employees whose hours worked exceed forty in a workweek. Paid time off that is not worked, such as holidays, vacation, sick days, floating holidays, and leaves, is not counted as "hours worked" for the purpose of calculating overtime. Employees are not allowed to work overtime unless a supervisor has approved it in advance. Each employee's time sheet should be accurately recorded to reflect all time actually worked. Under no circumstances should an employee work "off the clock," and any such request from a Wichita Appraisal District supervisor should be reported to the Deputy Chief Appraiser immediately.

Time Sheets. All non-exempt employees must keep accurate records of their work time, using time sheets provided by the District, as these time sheets provide the basis for your compensation. Any employee who falsifies his or her own time sheet will be subject to discipline up to and including immediate discharge. If you make an error on your time sheet, contact your supervisor immediately. Any changes on a time sheet must be initialed by the employee and the supervisor.

Pay Periods and Payroll Deductions. Employees are paid, on a monthly basis via check issued on the last working day of the month. Wichita Appraisal District will have deducted amounts required by law, such as those for federal/state income tax, Medicare, Texas County & District Retirement System or ordered by a court, such as garnishment of wages. Wichita Appraisal District will also deduct amounts authorized by the employee in writing, such as for insurance premiums, or credit union deposits. Wichita Appraisal District will not authorize advances on paychecks or loans to employees. If you cannot pick up your paycheck, you may send a representative who must present your written authorization before your check will be released to him or her. If payday falls on a holiday, you will be paid on the last scheduled workday prior to the holiday.

BENEFITS POLICIES

Wichita Appraisal District is proud to offer a comprehensive benefits package, for the enjoyment of its employees and their families. An overview of each benefit and the basic eligibility requirements are provided below. You should contact the Deputy Chief Appraiser or Administrative Assistant for the specific details and terms relating to each benefit, including copies of Summary Plan Descriptions (SPDs), where applicable.

Medical Insurance. Regular, full-time employees will be furnished health insurance on the first of the month following 30 days of employment. The District pays for the employee's coverage and dependent coverage is available at the employee's expense.

Life Insurance. Wichita Appraisal District provides a death benefit through the Texas County & District Retirement System that is a one-time payment equal to an active employee's current annual compensation.

Workers' Compensation Insurance. Wichita Appraisal District provides workers' compensation coverage for employees who have been injured on the job or who have sustained an occupational illness. Every employee who is injured on the job should report the injury immediately to his or her supervisor. The supervisor will complete an accident investigation report and coordinate with the administrative assistant toward the completion of the necessary paperwork to apply for workers' compensation benefits.

Supplemental Insurance. The Wichita Appraisal District offers our employees the opportunity to participate in a cafeteria plan through AFLAC's Flex One Program. A cafeteria plan is a way to **save** tax money. These plans allow employees to have their qualified health care coverage premiums deducted from their pay before taxes are calculated. These savings would apply to dependent medical insurance premiums and most of the supplemental policies listed. Through AFLAC supplemental insurance policies are available for the following:

Cancer	Accident	Dental	Short-Term Disability
Hospital Intensive Care	Heart/Stroke	Life	

A representative will contact all new employees to make these policies available. You are under NO obligation to purchase any of these products.

Sick Leave. All regular, full time employees will be eligible for sick leave with full pay on the basis of accruing one day per month or 12 working days per each full year of employment. Sick leave may be accrued to a maximum of 90 working days and any unused sick leave shall be carried to the employee's credit for the next year provided it does not exceed the maximum 90 days. Eligible employees may use accrued sick leave for an absence from work due to: (1) personal illness or physical or mental incapacity; or (2) illness of a member of the employee's immediate family who requires the employee's personal care & attention. Immediate family under this section refers to employee's husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, grandfather, grandmother or any other blood relative who is an actual member of the employee's household.

Texas County & District Retirement System. Employees are required to participate in the Texas County & District Retirement System as a condition of employment in lieu of Social Security/FICA contributions. Employee deposit rate is 7% and the appraisal district's matching percentage is 225% at retirement. Vesting is after ten years of service with the district. See the administrative assistant for further information.

Holidays. The District will observe the following days as paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Floating Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve
- Christmas Day

The holiday will be compensated at eight hours for regular, full-time employees, and the average regularly scheduled hours per day for regular, part-time employees. Temporary employees are not eligible for holiday pay. In order to receive holiday pay, an employee must work both the workday prior to and the workday following the holiday unless approved in advance by the Deputy Chief Appraiser. Holidays are not treated as "hours worked" for the purpose of calculating overtime pay. If a holiday falls during an employee's scheduled vacation period, the day will be counted as a holiday rather than a vacation day. If a holiday falls on a Saturday it will be observed on Friday before that Saturday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Vacation. Paid vacation is provided to regular full-time employees to allow a reasonable period of time to be free of job responsibilities and to enjoy rest and relaxation. In light of that purpose, cash in lieu of vacation will not be authorized under any circumstances. Eligibility for paid vacation depends upon your length of employment with Wichita Appraisal District as follows:

- Ten paid days of vacation for one to 5 years of service
- Eleven paid days of vacation for 6 years of service
- Twelve paid days of vacation for 7 years of service
- Thirteen paid days of vacation for 8 years of service
- Fourteen paid days of vacation for 9 years of service
- Fifteen paid days of vacation for 10 and over years of service

Employees will earn vacation as from their hire date through December 31st and from January 1 through December 31st each year thereafter, and must take the vacation during the following twelve months. Vacation time may not be carried forward into the next calendar year, unless the employee

deferred scheduled vacation at the request of his or her supervisor in order to meet the district's needs. Vacation eligibility does not accrue during leaves of absence.

Employees should schedule vacation with their supervisor as far in advance as possible, and such vacations will be granted based upon work schedules. Vacation is not treated as "hours worked" for purposes of calculating overtime pay. Unused vacation pay is not paid upon termination of employment to an employee who resigns prior to one full year of service under any circumstances.

Credit Union. For the benefit of its employees, Wichita Appraisal District has made arrangements to join the Wichita Falls Federal Credit Union, which is an organization made up of people from many companies and groups who pool their savings and lend to each other at preferred interest rates. While Wichita Appraisal District is not a part of the credit union, the administrative assistant can provide you with the necessary forms for payroll deductions and loans, for your convenience.

LEAVE POLICIES

In order to meet the personal needs of its employees, Wichita Appraisal District provides a variety of leaves of absence in the following situations:

Bereavement Leave. An employee may be granted leave with pay for not more than three (3) working days in one calendar year in case of death of a member of his or her immediate family. Immediate family in this case means the employee's husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, sister, brother, grandfather, grandmother, grandchildren, sister-in-law, brother-in-law, aunt, uncle, nephew, niece (including step-relations) or any other blood relative who is an actual member of the employee's household.

Jury/Witness Duty. An employee who is called to serve on a jury will be granted time off to fulfill his or her civic duty. The employee should submit a copy of the jury summons to his or her supervisor in order to be eligible for jury leave. An employee who submits a statement from the court detailing the dates served and the amount paid will be reimbursed for their normal compensation.

An employee who receives a subpoena to serve as a witness in a civil, criminal, legislative or administrative proceeding will be given time off with pay to comply with the subpoena.

Military Leave. As required by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), Wichita Appraisal District's applicants and employees who apply or perform military service, whether on a voluntary or involuntary basis, will not be denied initial employment, reemployment, retention in employment, promotion or any benefit of employment on the basis of the performance of military service.

Eligible military service includes performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which the employee is absent to determine fitness for duty.

Any employee who enters the uniformed services of the United States will be granted a military leave of absence. To qualify for reemployment, an employee must have:

- Given Wichita Appraisal District written or verbal notice in advance of service, unless the giving of notice is precluded by military necessity;
- A cumulative length of absence, including any previous military absence while employed by Wichita Appraisal District, which does not exceed five years; and
- Applied for reemployment with Wichita Appraisal District according to these guidelines:

Length of Period of Service	Reapply No Later Than
Less than 31 days	Next regular work day after completion of

	service and time to travel from place of service to residence, plus eight hours.
More than 30 days, but less than 181 days	Fourteen days after completion of service.
More than 180 days	Ninety days after completion of service.

Upon reemployment, the employee will be placed in the position he or she would have attained were it not for the break in employment, unless the employee is not qualified to perform that job and cannot be trained through reasonable efforts of Wichita Appraisal District. If not so qualified, the employee will be placed in the position the employee held when the military leave commenced, or a position of like seniority, status and pay. If a disability incurred during or aggravated by military service prevents the employee from performing the job he or she would have held were it not for the break in service, despite Wichita Appraisal District efforts at reasonable accommodation of the disability, the employee will be placed in a position of like seniority, status and pay, if one is available. If no such position is available, the employee will be placed in a job, which is the nearest approximation of like seniority, status and pay.

Military leaves are unpaid, but the employee may use accrued vacation or floating holiday pay during the absence. Employees will be allowed to continue health care insurance coverage at their current level of coverage by paying the employee portion of the insurance premium during the absence. Coverage will continue until the earlier of (1) eighteen months from the date the military absence began; or (2) the day after the date on which the employee was to have applied for reemployment, as defined above. Upon reemployment, any break in employment due to military service will not be treated as a break in service for purposes of determining forfeiture of accrued benefits and accrual of benefits under any retirement plan.

Voting Leave. Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote. Please notify your supervisor before Election Day if you will need time off, so that the timing of your absence can be arranged.

Medical Leave of Absence. Medical leave of absence is provided to eligible employees who have a nonoccupational injury or illness, who need time off for pregnancy and maternity, or who need time off to care for the employee's child, spouse or parent who is injured or ill. Employees who have occupational injury or illness will take workers' compensation leave. Regular, full-time employees are eligible to take medical leave after 6 months of continuous employment. The cumulative amount of medical leave cannot exceed six months during any calendar year.

When possible, please schedule medical leave in advance by notifying your supervisor. In emergency situations, please notify your supervisor as soon as the need for the leave is known. Your supervisor may ask for a doctor's note, to verify the need for leave and the expected length of your absence. Medical leaves of absence will last as long as medically necessary or up to six

months, whichever is shorter. Medical leaves for maternity may last longer than is medically necessary, to allow time for bonding with the child.

Although medical leaves of absence are unpaid, you must use any available vacation, sick days or floating holidays during the absence. The employee's insurance coverage will be continued under the same conditions as if the employee had continued to work. This means that the employee must continue to pay the portion he or she normally pays toward the premium, or risk cancellation of benefits. If the leave is paid, the premiums will be deducted from your pay as usual. If the leave is unpaid, information on how and when to make premium payments will be provided to you at the beginning of the leave. Paid time off benefits, such as vacation and sick days do not accrue during the unpaid portion, if any, of the leave. Employees will not be eligible for holidays that fall during the unpaid portion, if any, of the leave.

If the employee is released to return to work on or before six months of absence, the Appraisal District will try to return you to your former job or an open position for which you are qualified, if any. There is, however, no guarantee of reinstatement. Any employee who is absent from work for more than six months, regardless of the reason, will be automatically discharged from employment. Such discharged employees are welcome to reapply for employment when they are able and willing to return to work. Employees who are medically released and wish to return to work must notify their supervisor within five workdays of the release. The failure to timely notify the supervisor of the ability to return to work will be treated as a voluntary resignation.

SAFETY POLICIES

Providing a safe environment is an important goal at Wichita Appraisal District, and establishing and maintaining a safe work environment is the shared responsibility of all employees. Wichita Appraisal District will attempt to do everything in its control to provide a safe environment and to comply with federal, state and local safety regulations. Management personnel routinely inspect facilities in an ongoing effort to ensure compliance with established fire safety measures and OSHA regulations.

Preventing Accidents. If you notice any conditions that are unsafe, please immediately report the situation to your supervisor or to the Deputy Chief Appraiser.

Workplace Violence. Wichita Appraisal District is adopting a zero tolerance position toward workplace violence and related conduct. This means that any employee who physically harms, attempts to physically harm, or who threatens physical harm to a co-worker or to other individuals in our work site, will be subject to immediate discharge from employment.

Work Related Injury and Illness. Please report any injury or illness in the workplace, no matter how minor it seems, to your supervisor immediately. Wichita Appraisal District wants to ensure both your safety and the safety of others in the workplace. In situations involving a work-related injury or illness, the District offers workers' compensation insurance benefits that are explained more fully under the Benefits Policies.

Cellular Phone Use Policy. Wichita Appraisal District policy dictates that employees are to refrain from the use of cell phones while operating a motor vehicle.

STANDARDS OF CONDUCT AND CORRECTIVE ACTION

Attendance. Wichita Appraisal District expects regular and timely attendance from all employees. Excessive absences and tardiness burden your co-workers and will be a significant factor in your continued employment, performance appraisals, salary reviews and in evaluating advancement opportunities. The District recognizes there may be justifiable causes for absence on occasion and, therefore, adopts a system of progressive discipline. Absenteeism will result in a series of warnings and, ultimately, discharge from employment if there is no improvement as follows:

Absences for reasons other than unexpected illness, injury or other emergency must be scheduled in advance with your supervisor. On those occasions when you are unable to report to work due to unexpected illness, injury or other emergency, you must personally notify your supervisor at least fifteen minutes before your scheduled starting time. If your supervisor is not available, notify the supervisor on duty. The failure to call in, as required under this policy, will be treated as an absence. Three consecutive workdays of absence without proper notification will be treated as a voluntary resignation. An employee who will be absent for more than one day is expected to contact their supervisor daily unless other arrangements have been made. Your supervisor may request a doctor's release to return to work for absences due to illness or injury which last two days or longer.

Tardiness. Three cases of tardiness in thirty days will be treated as an absence.

Solicitation and Distribution. In order to avoid disruption of work, no employee shall be permitted to engage in solicitation for any purpose during his or her working time or the working time of the person being solicited. Working time means time that employees are expected to be performing their job. Likewise, employees shall not engage in distribution of any material, during his or her working time or in working areas. Literature, notices, or other material of any kind may not be posted or distributed in the working areas of any employees at any time. Persons who are not employees of the District will not be permitted to come upon District premises for the purposes of making solicitations of any kind to employees, or posting or distributing literature, notices, messages, or material of any kind.

Harassment. Wichita Appraisal District will not tolerate harassment of its employees, whether committed by a fellow employee, a member of management, or a visitor to our workplace, such as a vendor, supplier or customer. All employees are responsible for ensuring that the workplace is free from harassment, especially when such conduct is based upon gender [including same-sex harassment], race, color, religion, gender, national origin, age, disability or any other unlawful basis. All employees, including managers and supervisors, will be subject to disciplinary action, up to and including discharge from employment, for any act of harassment they commit.

Examples of prohibited harassment include, but are not limited to:

- Use of slurs, epithets, and words that degrade an individual or group of individuals, even when used in a joking fashion;
- Unwelcome advances, demands or requests for sexual acts or favors, and other verbal or physical conduct of an offensive nature, such as flirting, touching, gestures and graphic comments about another person's dress, body or personal conduct;
- Display of cartoons, photographs, drawings, pinups, posters, calendars, or images that are offensive or degrading to others;
- Conduct which has the purpose or effect of substantially interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment; or
- Conditioning hire, continued employment, or terms and conditions of employment upon submission to sexual advances or requests for sexual favors.

If you feel you are being harassed, or if you have knowledge of harassment of a co-employee, immediately bring it to the attention of your supervisor. If for any reason you do not feel comfortable discussing the matter with your supervisor, contact the Deputy Chief Appraiser or any member of management whom you feel comfortable in approaching. All reports will be promptly investigated in as confidential a manner as possible. Based upon the findings of the investigation, the District will take prompt and appropriate action to remedy any violations of this policy.

No employee who brings a good faith report of harassment to the attention of the District will suffer retaliation or other adverse employment action as a consequence. Any employee, including managers and supervisors, who is found to have retaliated against an employee who reported a violation of this policy, in good faith, will be subject to discipline up to and including discharge from employment. It is important for employees to report incidents of harassment, because without your assistance, violations could go undetected and unremedied.

Drugs and Alcohol. Wichita Appraisal District has a viable interest in maintaining safe, healthy and

productive working conditions for its employees. Being at work under the influence of a controlled substance/illegal drug or alcohol poses serious safety and health risks, not only to the user, but also to all that work with the user. Moreover, the unauthorized use, possession, distribution or sale of such substances in the workplace is not only unlawful; it poses unacceptable risks to the efficient operations of our District. With these basic concerns, the District establishes the following guidelines.

- Prohibitions:

Possession, sale, manufacture, distribution, use of or being under the influence of alcohol or controlled substances/illegal drugs (including illegal inhalants) while performing District business or on District premises is prohibited. For purposes of this policy, the use of alcohol/illegal drugs during the employee's normal workday (which includes the employee's normal work shift and any required overtime) constitutes violation of this policy.

- Definitions:

Possession. Within the physical possession of the employee, including the employee's personal effects or vehicle.

Under the influence. Employee has a controlled substance/illegal drug or alcohol, or a combination of both, in his or her body in an amount that is detectable through testing.

Legal Drugs. Prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. Legal drugs are excluded from the definition of "controlled substances" or "illegal drugs" under the terms of this policy. An employee who is prescribed or using legal drugs may continue to work as long as it has been determined that the employee does not pose a threat to his or her own safety, the safety of co-workers or others in the workplace, and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence. "Legal drugs" are permissible only if such drugs are being used/consumed for the intended purpose and by the intended user.

Controlled Substances/Illegal Drugs. Any drug or controlled substance, the sale, possession or consumption of which is illegal, or a prescribed or over-the-counter drug, which is legally obtained, but not being used for its intended purpose.

District Premises. All District-owned or leased buildings and surrounding areas, such as sidewalks, walkways, driveways and parking lots under the District's ownership or control. District vehicles are covered by this policy at all times regardless of whether they are on District property at the time.

Any employee, who distributes, is in possession of, or uses unauthorized controlled illegal drugs or alcohol on appraisal district premises or while conducting District business will be discharged from employment. The District will notify local law enforcement officials of any illegal drug or drug paraphernalia found on the premises surrender these items to the custody of these officials and cooperate fully in the prosecution of the individuals involved.

- Searches:

In connection with this policy, Wichita Appraisal District may search any area on the District's premises at any time, for the presence of alcohol, drugs and drug paraphernalia prohibited under this policy. Employees agree, as a condition of continuing employment, to consent to searches, including but not limited to (1) searches of their personal belongings, including but not limited to, purses, briefcases, backpacks, and lunch boxes; (2) searches of work areas, including but not limited to, desks, cabinets, lockers, storage areas, and (3) all vehicles on the premises of the District. An employee who refuses to consent to a search will be subject to disciplinary action, up to and including immediate discharge from employment.

Treatment Programs and Education:

Wichita Appraisal District offers assistance in addressing substance abuse via the group health insurance provided. We do not generally offer or require participation in drug and alcohol abuse education and training programs, however, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

Conflict of Interest Policy. Wichita Appraisal District requires that all employees conduct the business of the District using the highest professional and ethical standards. The District's ability to conduct business and meet performance objectives depends on the District's reputation. The district earns a good reputation by conducting business and carrying out its obligations with uncompromised professional and ethical standards.

Wichita Appraisal District employees must comply with the Texas Administrative Code, Chapter 628, Rule 628.4 (Conflict of Interest) as follows:

- Shall not engage in any activity or employment outside of the appraisal office if such engagement adversely affects his impartiality in the execution of his official duties or adversely affects the performance of his official duties;
- Shall disclose, to the Board of Directors via the chief appraiser, any financial interest in, or employment by a private appraisal firm, private tax collection firm, real estate, brokerage, or consulting firm; or as a real estate salesman or broker; or as an independent fee appraiser; and shall comply with the governing body's rules, policies, and procedures on outside employment;
- Shall not invest in property, interests, or transactions which create a conflict of interest or which affect independent judgment or performance in the official position;
- Shall disclose, to the Board of Directors via the chief appraiser, any private or personal interest in a government contract, or acquisition, or other government action within his agency's jurisdiction from which he, or a person or firm in which he has an interest, could benefit;
- Shall apply the rules on disclosure and employment, at paragraphs (2)-(4) of this section to any kindred person defined in state law as subject to nepotism statutes, so long as he holds a registration position;

- Shall not serve as a tax agent for any party; by serving that party for any form of compensation or any benefit through the collection of data, appraisal of property, presentations, argument, appearances, or other exercise of influence in the property tax system, unless such service does not involve properties in the purview of the appraisal district.

If you are involved or anticipate involvement in any of these activities, report it to your supervisor immediately. In some cases, your supervisor will escalate the matter to higher levels of management, to determine proper handling of the situation, consistent with Wichita Appraisal District's policies. If there are unusual circumstances that you believe justify your involvement, you will have an opportunity to express them and to request an exception. The appearance of impropriety can be as damaging to the District's reputation as actual misconduct, so err on the side of reporting any situations of which you are unsure.

Standards of Conduct. To ensure orderly operations and provide the best possible work environment, Wichita Appraisal District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the District. While it is not possible to list all forms of conduct that are considered unacceptable in the workplace, the following examples are provided to demonstrate what conduct may result in disciplinary action, up to and including discharge from employment:

- Falsification of District records, including, but not limited to, employment application and time cards.
- Theft, fraud, gambling, weapons or explosives in the workplace.
- Threatening or intimidating conduct, including fighting, horseplay and practical jokes which adversely affect operations, damage District property or endanger persons on the District's premises.
- Use of threatening, intimidating, coercive or abusive language in the workplace.
- Insubordination (refusal to comply with instructions) or failure to perform reasonable duties as assigned.
- Use of District material, time or equipment for the manufacture or production of an article for unauthorized purposes or personal use.
- Immoral or indecent conduct in the workplace.
- Performance which does not meet the requirements of the job.
- Possession, distribution, sale, transfer, use or being under the influence of alcohol or drugs in violation of the District's Drugs and Alcohol policy.
- Excessive absenteeism or leaving the District premises during working hours without permission

from the supervisor.

Corrective Action. Wichita Appraisal District intends to address violations of the standards of conduct through progressive discipline. Progressive discipline means that, with respect to most disciplinary problems, an employee will normally be subject to a verbal warning, followed by a written warning, and then discharge from employment. Employees should recognize, however, that certain types of violations are serious enough to justify immediate suspension or even discharge from employment without prior warning. By using progressive discipline, the District hopes that most employee problems can be corrected at an early stage, benefiting both the employee and Wichita Appraisal District.

Personal Appearance. Employees' appearance, including their dress and personal hygiene, has a direct impact on how the District is perceived by our customers, vendors and the general public. Each person should dress in the attire that is appropriate for his or her job duties, which is generally business or business casual attire. Casual attire, such as shorts, skorts, cut-offs, mini-skirts, jeans, sweatshirts and pants, leggings and other tight clothing, jogging suits, tennis shoes, sandals, halter tops, midriff-baring tops, tank tops and tee shirts, are not to be worn in the workplace during business hours. Hair (including facial hair) and nails should be clean, neatly trimmed and not extreme in style or color. Tattoos and body piercing (other than ears) must be covered when meeting with customers.

Telephone Use. In order to ensure that the telephone is available for customers' business purposes, the frequency and length of personal telephone calls must be limited.

Smoking. The city smoking ordinance does not allow smoking in the building. Employees are welcome to smoke on their rest breaks outside of the building. Breaks which are excessive in frequency or length will be treated as an attendance issue.

Weapons. Wichita Appraisal District prohibits all persons who enter District premises from carrying a handgun, firearm or prohibited weapon of any kind, regardless of whether the person is licensed to carry the weapon or not. This policy applies to all District employees and visitors on District property, regardless of whether or not they are licensed to carry a concealed weapon. The only exception to this policy are police officers, security guards or other persons who have been given consent by the District to carry a weapon on the premises. All District employees are also prohibited from carrying a weapon while in the course and scope of performing their job for the District, whether they are on District property at the time or not, and whether they are licensed to carry a handgun or not. Employees may not carry a weapon covered by this policy while performing any task on the District's behalf. This policy also prohibits weapons at any District-sponsored functions, such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, knives over three inches in length, or other weapons covered by law. Legal, chemical dispensing devices, such as pepper spray, which are sold for personal protection, are not covered by this policy. District property covered by this policy includes, without limitation, all District-owned or leased buildings and surrounding areas, such as sidewalks,

walkways, driveways and parking lots under the District's ownership or control. District vehicles are covered by this policy at all times regardless of whether they are on District property at the time.

The District reserves the right to conduct searches of any person, vehicle or object that enters onto District property in order to enforce this policy. Items that may be searched include, but are not limited to, lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on District property, and any other item in which a weapon may be hidden. Searches may be conducted by District management or local authorities. To the extent the search is requested by District management and the employee is present, the employee may refuse the search; however, such refusal can result in discharge from employment for refusal to cooperate.

Electronic Communications. Wichita Appraisal District provides personal computers, email, Internet, Intranet, telephones, voicemail to employees at the District's expense, in order to access worldwide information for the benefit of the District and its customers. Every employee is responsible for maintaining and enhancing the District's image and using these tools in a productive manner. The following guidelines are established, toward meeting this purpose.

- **Acceptable Uses.** The District's electronic communications systems are part of the business technology platform and are primarily intended to be used for business purposes. Limited use of these systems for personal purposes is allowed.
- **Unacceptable Uses.** These systems are not to be used for personal gain or the advancement of individual views. All messages must be communicated using your name and not an assumed name. The District forbids the storage, transmission or viewing of "adult materials" on any District system or in any other form, whether done on the District's premises or using the District's equipment. Creation, sending or forwarding of verbal or graphic messages which are intimidating, harassing, offensive, profane or hostile on the basis of race, gender, color, national origin, religion, disability, age or any other protected status is also prohibited.
- ***Engaging in an unacceptable use of the District's systems will result in disciplinary action, up to and including immediate discharge from employment without prior warning.***
- **Security Issues.** All messages created, sent or retrieved on the District's systems are the property of Wichita Appraisal District. Employees do not have privacy right in any matter that is created, sent or retrieved on the District's systems. The District reserves the right to monitor these systems and access any message, in order to assure superior service to our customers and to enforce this policy. You must provide your password(s) to the District, as your mailbox may need to be accessed in your absence. You must not, however, disclose your password, messages or other information gained via the District's systems to unauthorized personnel. Consider the proprietary or confidential nature of the District's and its customers' information before relaying it via email. Do not presume that the information will be kept confidential. The IT Department, to minimize the introduction of viruses into the District's systems must approve all downloading of software.
- **Copyright Issues.** Copyrighted materials, including but not limited to software, belonging to

entities other than the District may not be copied or transmitted on the Internet or via email. Failure to observe copyright or license agreements may result in disciplinary action by the District, legal action by the copyright or license owner, or both.

Amended April 2008

ACKNOWLEDGMENT

I understand that my employment at Wichita Appraisal District is on an at will basis, and I may quit my job with the District for any reason without contractual obligation. Likewise, I understand that Wichita Appraisal District may terminate my employment at any time, with or without reason, without contractual obligation. I realize that the policies and procedures contained in this employee manual are intended as guidelines only, and do not create any type of contract of employment.

I certify that I have received, read, and thoroughly understand all sections of the Wichita Appraisal District Employees' Policy and Procedure Manual. I understand that failure to comply with the policies and procedures outlined in this manual is grounds for serious disciplinary action up to and including discharge from employment.

Printed Name

Employee Signature

Date