

HOPKINS COUNTY

EMPLOYEE HANDBOOK

CONTENTS

Employee Acknowledgement

County Resolution Pages

Introduction

SECTION 1: GENERAL POLICIES

A. COUNTY EMPLOYMENT

1A-1 Application for Employment/Job Announcements.....2
1A-2 Employment at Will 2
1A-3 Employee Status 2
1A-4 Equal Employment Opportunity4
1A-5 Americans with Disabilities ADAAA..... 4
1A-6 Personnel Files5
1A-7 Nepotism 5-7

B. WORK RULES AND EMPLOYEE RESPONSIBILITY

1B-1 Attendance8
1B-2 Non-County Activities.....8
1B-3 Personal Use.....9
1B-4 Dress Code 9
1B-5 Smoke Free Workplace 9
1B-6 Conflict of Interest 10
1B-7 Harassment10
1B-8 Sexual Harassment 11-12
1B-9 Political Activities.....13
1B-10 Outside Employment 13
1B-11 Breaks 13
1B-12 Grievances 14
1B-13 Discipline 14
1B-14 Licenses and Certifications 15
1B-15 Weather Closings and Emergencies15
1B-16 Confidentiality 16
1B-17 Whistleblower.....16

C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

1C-1 County Property Usage 17
1C-2 County Vehicle Usage 17
1C-3 Cell Phone Usage 18
1C-4 Computer and Internet Usage 18-19

D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY

1D-1 Worker’s Compensation 20
1D-2 Employee Safety 20
1D-3 Drug and Alcohol – All Employees 21-22
1D-4 Drug and Alcohol – CDL Employees 22
1D-5 Drug Testing.....23
1D-6 Workplace Violence 24
1D-7 Social Media..... 24-25

SECTION 2: EMPLOYEE COMPENSATION AND BENEFITS

A. EMPLOYEE PAYROLL

2A-1 FLSA Safe Harbor 27-28
2A-2 IRS Fringe Benefits29
2A-3 Compensation.....29
2A-4 Longevity Pay.....30
2A-5 Payroll Deductions30
2A-6 Work Weeks and Work Periods 31
2A-7 Time Sheets 31
2A-8 Pay Periods31
2A-9 Work Schedules31
2A-10 Time Clock Policy32
2A-11 Hours Worked33
2A-12 Law Enforcement Pay and Overtime33
2A-13 Overtime Calculations and Rules34
2A-14 Demotions 35
2A-15 Transfers 35
2A-16 Promotions35
2A-17 Separations35-36
2A-18 Retiree Rehires36

B. EMPLOYEE BENEFITS

2B-1 Health Plans37
2B-2 Other Plans – Life, Supplemental38
2B-3 Vacation38
2B-4 Sick39-40
2B-5 Sick Leave Pool.....40-43
2B-6 Travel44
2B-7 Jury Duty 45
2B-8 Funeral Leave 45
2B-9 Military Leave45-46
2B-10 Retirement.....46
2B-11 Social Security/Medicare46
2B-12 FMLA/MFL46-57
2B-13 Leave of Absence – Other57

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Hopkins County Employee Handbook that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Hopkins County Employee Handbook is not a contract of employment. I understand that I am an at will employee and that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this employee handbook is intended to provide guidance in understanding Hopkins County’s policies, practices and benefits. I understand that Hopkins County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Hopkins County employee, I am expected to provide quality service to the public; to work towards the highest degree of safety possible for my fellow workers’, to continually make suggestions for improvements, and to display a spirit of team work and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County’s discretion.

I understand that I may be subject to reasonable suspicion or post-accident drug and alcohol testing. If I am required to have a Commercial Driver’s License (CDL) for my county position, I will be subject to random, reasonable suspicion and post-accident drug and alcohol testing.

I have read these policies and understand these policies and I agree to I abide by and adhere to these policies.

Signature of Employee

Printed Name of Employee

Date Signed

COUNTY OF HOPKINS
COMMISSIONERS COURT ORDER

WHEREAS the Hopkins County Commissioners Court desires to provide the employees of Hopkins County with a uniform format for dealing with various employment related issues; and

WHEREAS the Hopkins County Commissioners Court wishes to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Hopkins County Commissioners Court and hereby approve, and adopt, the HOPKINS COUNTY EMPLOYEE

HAND BOOK.

ADOPTED THIS _____ DAY OF _____, 20__

County Judge

Commissioner Pct 1

Commissioner Pct 2

Commissioner Pct 3

Commissioner Pct 4

Witnessed and Attested By:

County Clerk

Hopkins County Employee Handbook

Welcome to Hopkins County!

We are excited to have you as an employee of Hopkins County. You were hired because the elected official, appointed official or department head believes you can contribute to the success of Hopkins County, and share our commitment to serving the public and our constituents with excellence.

Hopkins County is committed to providing excellent service to the public in all of our county offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains some key policies, benefits, and expectations of Hopkins County, and other information you will need. Each elected or appointed official may have detailed policy and procedures manuals for their office.

Your job is essential to fulfilling our mission of serving our county constituents every day and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Hopkins County employee. You should use this handbook as a ready reference as you pursue your career with Hopkins County. Please consult with your elected official, appointed official or department head regarding questions you may have concerning this employee handbook.

Welcome aboard!

Sincerely,

County Judge

Commissioner Pct. 1

Commissioner Pct. 3

Commissioner Pct. 2

Commissioner Pct. 4