

FORT BEND COUNTY FY 2009
AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: June 30, 2009	Submitted By: Kent Edwards
Court Agenda Date: July 7, 2009	Department: Human Resources
	Phone Number: 281-341-8631

SUMMARY OF ITEM: Take all appropriate action on changes to the Employee Information Manual as follows:
 Section 405: Performance Appraisals
 Section 502: Credit Unions
 Section 508: Holiday Policy for EMS Employees
 Section 708: Military Leave

RENEWAL AGREEMENT/APPOINTMENT YES NO
 REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: _____ Account Number: _____
 Activity (If Applicable): _____

DESCRIPTION OF LAWSOM ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

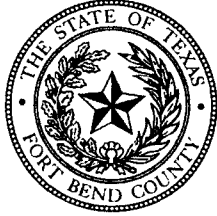
DISTRIBUTION:
 Original Form Submitted with back up to County Judge's Office x (✓ when completed)
 If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

x	Auditor	(281-341-3774)	x	Comm. Pct. 1	(281-342-0587)
x	Budget Officer	(281-344-3954)	x	Comm. Pct. 2	(281-403-8009)
<input type="checkbox"/>	Facilities/Planning	(281-633-7022)	x	Comm. Pct. 3	(281-242-9060)
<input type="checkbox"/>	Purchasing Agent	(281-341-8642)	x	Comm. Pct. 4	(281-980-9077)
<input type="checkbox"/>	Information Technology	(281-341-4526)	x	County Clerk	(281-341-8697)
x	Other: Drainage		x	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): _____



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

To: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Kent Edwards

Date: July 1, 2009

Subject: Revisions to Employee Information Manual

Human Resources is submitting the attached revisions to the Employee Information Manual for your consideration. The revisions include:

1. **Section 405: Performance Appraisals:** Eliminates the required 90 day initial review and encourages on going performance assessment and feedback and annual performance appraisals.
2. **Section 502: Credit Unions:** The physical addresses for Credit Union branch locations were deleted, and a web address given so that employees can access the most current information regarding credit union locations.
3. **Section 508: Holiday Policy for EMS Employees:** During the Lawson implementation County pay practices were reviewed, and the EMS deferred holiday policy was changed such that the employees were paid for holidays rather than accrue deferred holiday hours. However, given their unique schedule requiring 24-hours on duty inclusive of weekends and holidays, EMS employees have found that this prevents them from enjoying a benefit equal to that of other County employees: time off with pay for holidays. The policy has been revised to allow for accrual of deferred holiday hours for EMS employees.
4. **Section 708: Military Leave:** This policy has been revised to more accurately reflect the County's practice of adhering to all provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), and clarify the County's policy regarding Supplemental Pay for reservists involuntarily called to active duty.

Please contact Kathy Novosad in Human Resources if you have any questions regarding these revisions.

405 - PERFORMANCE APPRAISALS

Section 405.01 Review Periods

It is the County's policy to conduct performance appraisals with employees on a regularly scheduled basis as a means of fostering employee development and motivating employees to reach their maximum potential. Reviews will typically be made on the employee's anniversary date.

Section 405.02 Performance Appraisal Objectives

The objectives of performance appraisals are:

1. To motivate and guide employees toward greater self-development and improved performance by discussing significant strengths and areas needing improvement in a positive, constructive manner;
2. To provide a uniform means for supervisors to assess employee performance in relation to performance requirements;
3. To provide a means for evaluating employee suitability for the position;
4. To identify training needs;
5. To provide an opportunity to review the job description to determine its accuracy in describing the essential functions of the position; and
6. To provide a record of employee progress.

Section 405.03 Performance Appraisal Forms

The forms and instructions for conducting performance appraisals are available on the County Wide Web (CWW) or can be obtained from your supervisor or the Human Resources Department.

Section 405.04 Notification/Reminders

Department Heads and Elected Officials will receive notification from Human Resources of upcoming appraisals in advance of each employee's anniversary date.

Formatted Table

Deleted: At the end of the first 89 calendar days of employment, all employees will have an introductory performance assessment. Thereafter,

Deleted: annual r

Deleted: ¶
The County's policy is detailed in the Salary Administration Manual.¶

Deleted: included in the Salary Administration Manual

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: February 10, 2004
Revised: July 7, 2009

502 - CREDIT UNION

Section 502.01 Credit Union

As an employee of Fort Bend County, you have the opportunity of joining the Brazos Valley Schools Credit Union. For information on the services they offer, please visit their website, www.bvscu.org, or call any branch location.

Section 502.02 Locations

For a list of Brazos Valley Schools Credit Union locations, please visit the BVSCU website, www.bvscu.org, or contact Human Resources at 281-238-3336.

Policy Approved And Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: September 30, 2003
Revised August 30, 2005
Revised: July 7, 2009

Deleted: near you.

Deleted: The following is a list of the credit union branch locations:

Deleted: ¶

438 FM 1463
18222 Kingsland Blvd ¶
Katy, Texas 77494
Houston, Texas 77094¶
281/391-2149
281/579-6080¶
Fax 281/391-3027
Fax 281/647-0601¶

¶

4911 Mustang Avenue
2455 Stringer Street¶
Rosenberg, Texas 77471
Brenham, Texas 77833¶
281/342-8245
979/ 830-1018¶
Fax 281/342-6065
Fax 979/ 830-1894¶

¶

¶

1116 Soldier's Field Drive
2298 Longmire¶
Sugar Land, Texas 77479
College Station, Texas 77845¶
281/980-1850
979/ 693-1818¶
Fax 281/980-0043
Fax 979/ 693-2168¶

¶

508 - HOLIDAY POLICY FOR EMS EMPLOYEES

Section 508.01
Scope

This policy applies to all exempt and non-exempt employees assigned to 24-hour unit duty in the Emergency Medical Services (EMS) Department. Such employees' regular work schedule requires a continuous 24-hours on duty, inclusive of holidays and weekends. This schedule is unique to EMS employees in the County and therefore necessitates a separate holiday policy.

Deleted:

Deleted: regular and probationary.

Section 508.02
Accrual

EMS employees assigned to 24-hour shifts who work on a regularly scheduled County holiday will receive their regular pay for that shift. Employees who do not work on a regularly scheduled County holiday will not receive holiday pay for that holiday.

Deleted: Fort Bend County shall maintain compliance with all provisions of the Fair Labor Standards Act as applied to the allocation and use of holidays in the EMS Department. ¶

¶ The provisions set forth in Section 507: Holidays, shall also apply to all EMS employees. ¶

Alternatively, exempt and non-exempt EMS employees assigned to 24-hour shifts will accrue deferred holiday hours each pay period. The amount of the accrual shall be equivalent on an annual basis to the number of holiday hours granted to all other County employees in accordance with Section 507 of this manual.

Typically, Commissioners Court approves twelve (12) paid holidays per year (eight hours each) for County employees. Therefore, in a typical year EMS employees shall accrue 3.69 hours deferred holiday time per pay period.

Section 508.03
Holiday Increments and Request Procedures

in order to use deferred holiday time for an entire 24-hour shift, an EMS employee will be required to use 16 hours of deferred holiday time. Compensation for deferred holidays shall be at the employees' regular hourly rate of pay. Deferred holiday hours used are not considered hours worked, and therefore shall not be used for purposes of computing overtime.

Deleted: 2

Employees must submit a request to their supervisor, and receive his/her approval prior to using deferred holiday time. Approval to use the leave shall be at the discretion of the Department Head or his/her designee. The minimum increment of use for deferred holiday time is 4 hours.

Section 508.04
Deferred Holiday Accrual Limit

Deferred holiday hours are granted to EMS employees due to their unique schedule so that they may enjoy a benefit equal to that of other County employees: time off with pay for holidays. Therefore, deferred holiday time should be used on a regular basis subject to the approval procedures in Section 508.03. EMS employees may only carry an accrued deferred holiday balance of 8 hours or less from one year to the next. Any hours accrued greater than 8 shall be paid out at the employee's regular rate of pay each December 31.

Deleted: A holiday will be equivalent to eight (8) work hours. If a holiday falls during the regularly scheduled shift of an EMS employee's 24-hour shift, the employee shall receive 8 hours of holiday pay; in addition to any pay the employee would normally receive during the shift. ¶

¶ If a holiday falls on an employee's regularly scheduled day off, the employee will receive eight (8) hours of holiday pay for the holiday provided they meet the conditions as specified in Sections 507.02. ¶

¶ Holiday's will be defined as the time between 12:01 a.m. and 12:00 midnight on the date of the designated holiday. If a shift falls within this 24-hour period, the EMS employee will be entitled to the holiday pay. ¶

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: September 30, 2003
Revised: October 23, 2007
Revised: July 7, 2009

Formatted: Left

Formatted: Normal

708 - MILITARY LEAVE

**Section 708.01
Uniformed Services
Employment and
Reemployment
Rights Act**

In accordance with Title 38 U.S.C., Section 4301 et. Seq., Uniformed Services Employment and Reemployment Rights Act (USERRA), employees of Fort Bend County are granted leave to serve in the U.S. uniformed services, including the armed forces, the various reserve units, the National Guard and the commissioned corps of the Public Health Service.

It is the intention of Fort Bend County to adhere to all requirements of USERRA with regard to military service. The provisions of this policy shall not be construed to abridge any right of compensation or benefits arising under state or federal law or regulations.

**Section 708.02
Notification**

Employees who leave a job to serve in the uniformed services are required to give advance written notice to their supervisor. The notice can be given by the individual employee, an authorized representative, or by the uniformed service. Notice should be given at least 30-days in advance, or as soon as is reasonably possible. Employees are excused from the advance notice requirement if giving notice is "impossible or unreasonable" because of military necessity.

Duly authenticated copies of State or Federal military orders shall accompany each notice of the need for military leave, and any other documentation reasonably required to establish the employee's right to leave.

**Section 708.03
Compensation**

Leave for military duty whether voluntary or involuntary, shall be granted to employees who provide sufficient documentation of the need for leave. In accordance with Section 431.005 of the Texas Government Code, Fort Bend County will provide 15 days or 120 hours of paid leave for military duty in a federal fiscal year (October 1 – September 30). There is no accrual of paid military leave time. Employees shall be granted paid leave when leave is taken, and paid military leave will not exceed 15 days in one federal fiscal year.

Employees are able (but are not required) to use accrued vacation, deferred or compensatory time while performing military duty. Accrued sick leave may not be used during times of military leave. Part-time and/or temporary employees may receive time off for military duty without pay.

Full-time employees will be placed on leave without pay after all military and other accrued leave (if used) is exhausted. Reservists involuntarily called to active duty may be eligible for the supplemental pay option as described in Section 708.08.

**Section 708.04
Health Benefits**

If an employee is on military leave for less than 31 consecutive days, the employee may elect to continue Fort Bend County's health benefits at the same rate as an active employee. For absences of 31 days or more, employees may elect to continue health benefits at up to 102 percent of the full premium for up to 24 months or until the date they decline or become ineligible for reemployment, which ever is less. Notification and payments must be coordinated with Risk Management.

If an employee elects not to continue health benefits while on military

Deleted: Definition

Formatted: Left

Deleted: Employees

Deleted: armed

Deleted: or

Deleted: under federal orders and to satisfy military obligations under the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. Section 4301 et. Seq.). "Service" includes active duty, active duty for training, inactive duty for training, and full-time National Guard duty.

Deleted: article shall

Deleted: 3

Deleted: employers. T

Deleted: request

Deleted: 2

Deleted: with pay and without loss of other benefits is limited to fifteen workdays or 120 hours in a federal fiscal year (October 1 – September 30) i

Deleted: or annual leave

Deleted: , unless they are eligible for and choose to participate in the supplemental pay option.¶¶

Deleted: that are

Deleted: under this policy, see subsection

Deleted: 7

Deleted: Other employees granted military leave under this policy, and eligible for full pay under Section 431.005 of the Texas Government Code, who are not eligible for or choose not to participate in supplemental pay, or who volunteer for active duty shall not be compensated for any period under this policy.

Deleted: 5

Deleted: and their dependents

Deleted: uing

Deleted: 18

Deleted: as defined in Policy 501 (COBRA).

leave, the employee will be immediately entitled to health benefits upon their return to work if they meet the requirements for reinstatement of employment. Any illnesses or injuries that were incurred in or aggravated during the period of military service will be subject to the provisions of the Fort Bend County Employee Medical Plan Article IV, Limitations and Exclusions.

**Section 708.05
Time Limits for
Reemployment**

The period an employee has to apply for reemployment or report back to work after military service is based on time spent on military duty.

- For service of 1 to 30 consecutive calendar days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.
- For service of 31 to 180 calendar days, the service member must submit an application for reemployment within 14 calendar days of release from service.
- For service of more than 180 calendar days, an application for reemployment must be submitted within 90 calendar days of release from service.

The above deadlines to report to work or apply for reemployment may be extended up to two years to accommodate a period of hospitalization or convalescence from a service-connected injury or illness.

A person who fails to report or apply for employment or reemployment within the appropriate period specified in this subsection shall be subject to possible forfeiture of rights and benefits under this policy and may be subject to disciplinary action for unauthorized absence from scheduled work.

**Section 708.06
Reinstatement**

In accordance with USERRA guidelines, the County will reinstate employees who:

- During their employment with the County have had no more than five cumulative years of leave for military duty (unless their service fits into one of the excused categories defined in USERRA);
- Are not discharged under dishonorable conditions; and
- Reapply in a timely manner.

An Elected Official, Department Head or supervisor may request a copy of military orders showing the date of release from duty and satisfactory performance of duty from an employee returning from military leave.

Upon the end of the military leave, the employee will, upon request, be reinstated to a position and rate of pay comparable to what the employee could reasonably have been expected to attain if they had been continuously employed with the County. For additional information regarding reinstatement rights after military leave, please contact the Human Resources Department.

**Section 708.07
Retirement and
Other Benefits**

During a military leave of absence, an employee shall retain any accrued vacation, sick leave, compensatory and deferred time that is not used during their period of military leave. Military leave shall not be treated as a break in service for purposes of longevity. During periods of unpaid leave, an employee will not accrue vacation or sick leave, and will not receive longevity pay or holiday pay.

Employees on military leave shall continue to earn service credit toward

Deleted: will not be subject to pre-existing conditions, but the employee's dependents will. ¶
¶
Upon reemployment, service members

Deleted: as if their employment had not been interrupted. ¶

Deleted: 8

Formatted: Font: 10 pt

Deleted: ¶

Deleted: (usually within 3 business days).

Deleted: ¶

Deleted: 9

Deleted: reemploy

Deleted: that

Deleted: ¶

Deleted: Served for a period of five years or less

Deleted: ¶

Deleted: the same

Deleted: or similar position the employee held prior to taking active military leave

Deleted: 4

Deleted: Service

Deleted: pension plan and vesting accrual

**Section 708.08
Supplemental Pay
(for Reservists
Involuntarily Called
to Active Duty)**

vesting in the retirement system. An employee returning from military leave shall be allowed to make contributions to their account in the Texas County and District Retirement System (TCDRS) in an amount not to exceed what they would have contributed had they been continuously employed. The contributions may be made over a period equal to three times the period of military service, but no longer than five years

To the extent that monies are available to be appropriated for this purpose, Commissioners Court reserves the right to supplement an employees pay, in whole or in part, if the employee is involuntarily called to active duty during a partial or total mobilization of the reserve components of the armed forces of the United States.

Employees may qualify for this supplemental pay if they meet the following criteria:

- A member of a reserve component of the armed forces of the United States;
- Who is involuntarily called to Active Military Duty;
- Who has exhausted the Military, Compensatory and Deferred Time, and Vacation Leave to which the employee is entitled;
- Who is not separated from employment because of resignation or termination for any reason that is not a direct consequence of the person's call to Active Military Duty;
- Who has not committed a voluntary act that has the effect of adding to the period that the person is subject to Active Military Duty; and
- Who has not received a dishonorable or bad conduct discharge from the armed forces.

If applicable, supplemental pay shall be calculated for a period of up to twelve months starting with the date of military activation, and include the difference between the wages the employee would have earned if they had been continuously employed with the County, minus the wages paid to the employee by the armed forces and any amounts paid to the employee by the County during this same 12 months. For purposes of this policy, County wages shall consist of the bi-weekly salary, plus longevity and any certification pay.

Upon return from active duty, eligible employees may submit documents consisting of: orders to report for duty, earnings statements for all days claimed, and a separation order showing the last day of duty or like statement. Human Resources will calculate the amount due and submit the request for military supplemental pay to Commissioners Court for review and approval. If eligible and approved, supplemental pay will be made in a one-time pay adjustment subject to federal income tax withholding. Commissioners Court reserves the right to discontinue this supplemental pay provision at any time without notice.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: July 7, 2009

Deleted: and shall be credited with such balances upon return to employment. An exception to may arise if the employee is eligible for and chooses to participate in the supplemental pay option as outlined in the policy, the employee must first exhaust accrued Compensatory and Deferred Time and Vacation Leave, so that no balance shall remain upon the employee's return to employment. The time spent on active duty will be credited to the employee's retirement account for vesting in the system ¶

¶
¶
¶
¶
Other benefits (i.e., vacation and sick leave) will not accrue during the military leave. Employees will not be eligible for holiday pay during a military leave resulting from a military reserve or Texas National Guard Unit activation. ¶
For contributory benefit plans, a

Deleted: up missed deferrals or c

Deleted: There is no accrual of military leave time. Unused military leave time will not be paid out at the employee's termination of employment. ¶

Deleted: Section 708.06 ¶
Contributory ¶
Benefit Plans ... [1]

Deleted: 7

Deleted: If there is a partial or total mobilization of the reserve components of the armed forces of the United States,

Deleted: ,

Deleted: for a period up to twelve months calculated from the date of military activation the federal salary of a full-time employee called to a ... [2]

Deleted: Who is a

Deleted: and

Deleted: H

Deleted: ¶

Deleted: will be given the opportunity to

Deleted: verifying the dates they served active duty and the salary/wages received from the ... [3]

Deleted: O

Deleted: R

Deleted: D

Deleted: leave and