

**FORT BEND COUNTY    FY 2009  
AGENDA REQUEST FORM**

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

Date Submitted: January 27, 2010

Submitted By: Kent Edwards

Department: Human Resources

Court Agenda Date: February 2, 2010

Phone Number: 281-341-8631

**SUMMARY OF ITEM:** Take all appropriate action on changes to the Employee Information Manual as follows:

**Section 401: Categories of Employment**

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

List Supporting Documents Attached: *Memo to court*

**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](mailto: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: January 27, 2010

Subject: Revisions to Employee Information Manual  
Section 401: Categories of Employment

Human Resources is submitting revisions to the Employee Information Manual, Section 401: Categories of Employment, for your consideration. We have deleted the definition of "Retiree" from this policy. The definition was inaccurate and retiree is not a category of employment.

A copy of the red-lined policy is attached. If you have any questions, please contact Kathy Novosad at 281-341-8624, or Kent Edwards at 281-341-8631.

## 401 - CATEGORIES OF EMPLOYMENT

### Section 401.01 Categories

For purposes of salary administration, employment, and other personnel matters, it is necessary to classify employees into certain categories. The definition of these categories is as follows:

1. **FULL-TIME EMPLOYEE:** An employee who works a minimum of 40 hours a week or 2,080 hours annually in a full-time budgeted position. Such employees are eligible for all County benefits.
2. **PART-TIME EMPLOYEE:** An employee who works a regular schedule of less than 40 hours per week for an indefinite period. Such employees participate in the county retirement program as defined in Section 510 of this manual. Part-time employees are not eligible for any other County benefits except those required by law.
3. **TEMPORARY/ EMPLOYEE:** An employee who is hired to work up to 40 hours per week for a specified, limited time period or is hired to complete a specified project or assignment. Temporary employees are not eligible for any County benefits, except those required by law.

4. **ELECTIONS WORKER:** A temporary employee specifically hired to work only in the scope of an election worker. For the purpose of this policy an Election worker is defined as an individual or individuals who are solely employed to perform services for Fort Bend County and/or polling in connection with national, state or local elections. These employees are not eligible for any County benefits, except those required by law.

### Section 401.02 Departmental Responsibility

It is the responsibility of the elected official or department head to identify the category of employment for each position at the time of hire. Any change in status of an employee that impacts the budget must be sent to the Human Resources Department at the time of the change. The Human Resources Department and the Budget Office will monitor part-time positions due to the significant impact they could make on the salary and benefits budget.

### Section 401.03 At-Will Status of Employees

Texas is an "employment at-will" state, and as an employee of Fort Bend County, you have the right to terminate your employment at any time, with or without notice, for any legal reason or no reason. The County also retains the right to change any terms, conditions, benefits, or privileges of employment at any time without notice. No employment contract, either expressed or implied, shall exist between the County and any employee for any duration either specified or non-specified.

#### Deleted: ¶

<#>**RETIREE:** An individual who has met the eligibility criteria set forth in the Retirement Policy section 510 and the Retirement Benefits Policy section 511 of this manual and is receiving an annuity benefit payment from an account established as a Fort Bend County employee. Any such individual will not be considered for employment/re-employment with the County for a period no less than 12 consecutive calendar months from the date of retirement. Elected Officials and Department Heads who wish to rehire an individual designated a retiree must get the approval of the Commissioner's Court. For explanation of the County Retirement Program, please refer to the Retirement Policy in section 510 and Retiree Benefits Policy in section 511 of this manual. ¶

**Formatted:** Bullets and Numbering

Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
July 20, 1993  
Revised and Approved: December 20, 2005  
Revised: February 26, 2008  
Revised: February 2, 2010