



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: Kathy Novosad, PHR, Sr. Human Resources Generalist

Date: June 17, 2015

Subject: Revisions to Employee Information Manual:

Human Resources is submitting a number of revisions to policies of the Employee Information Manual. Most of the revisions are minor with no substantial change to policy or procedure. Following is a brief summary of the revisions, and all of the revised policies are attached for your review and approval. If you have any questions or need additional information, please do not hesitate to contact me 281-341-8624 or Kent Edwards at 281-341-8631.

Section and Title	Summary of Revision
401-Categories of Employment	Revised the definition of "Temporary Employee" to include those employed through a work program for individuals with intellectual, developmental, or physical impairments, and permitting them to be classified as temporary for more than 12 months
405-Performance Appraisals	Revised to reference Employee Connect versus County Wide Web
408-Employee I.D. and Security Badges	Revised to reflect current practices in issuance of employee badges by the Sheriff's Office
413-Emergency Operations Personnel and Pay Policy	Revised to eliminate reference to EMS non-duty pay, which was eliminated in October 2013.
503-Defensive Driving – Optional	Revised to reflect that defensive driving is available to employees only, and not to employee's dependents
507-Holidays	Revised to reference EMS Paid Leave, versus EMS Holidays
603-Defensive Driving – Mandatory	Revised to reflect that defensive driving is available to employees only, and not to employee's dependents.
705-Inclement Weather	Revised to correct grammatical errors and reference the pay procedures as specified in the Emergency Operations Personnel and Pay Policy (Section 413)

## 401 - CATEGORIES OF EMPLOYMENT

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### Section 401.01 Categories

For purposes of salary administration, employment, and other personnel matters, it is necessary to classify employees into certain categories. Elected Officials and Department Heads, with guidance from Human Resources, are responsible to ensure that employees in their office or department meet the criteria of the category of employment to which the employees are assigned.

The definition of the categories of employment are as follows:

1. **FULL-TIME EMPLOYEE:** An employee, exempt or non-exempt, assigned to a full-time budgeted position. Such employees are typically expected to work a minimum of 40 hours per week in fulfillment of their job duties, and are eligible for all County benefits.
2. **PART-TIME EMPLOYEE:** An employee who works a regular schedule of less than 30 hours per week for an indefinite period. Such employees participate in the county retirement program as defined in Section 510 of this manual, but are not eligible for any county benefits except those required by law. Note: In accordance with the Patient Protection and Affordable Care Act (PPACA), any employee who works, on average, 30 or more hours per week is benefit eligible and must be offered medical benefits. Therefore, it is the policy of Fort Bend County that part-time employees shall not be permitted to work 30 or more hours per week without the approval of Commissioners Court through the budgeting process.
3. **TEMPORARY EMPLOYEE:** An employee who is hired to work for a 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. Temporary employees may be employed for three months or less, or may be employed for up to 12 months if their average weekly schedule is less than 30 hours. A temporary employee who exceeds the 3 month period and averages 30 or more hours per week shall be reclassified to a full-time or part time position subject to the requirements and limitations of those classifications as discussed above. Persons who are employed in connection with a work program for individuals with intellectual, developmental, or physical disabilities may also be considered temporary employees. Such temporary employees may be employed for more than 12 months, but must work, on average, less than 30 hours per week.
4. **ELECTION WORKER:** For the purpose of this policy an Election worker is defined as an individual who only performs services for Fort Bend County at polling locations in connection with national, state or local elections. These individuals are not employees of the County, and are not eligible for any County benefits, except those required by law. Individuals hired by the Elections Department to perform duties other than solely working at the polling locations shall be properly classified as full-time, part-time, or temporary employees of the County.

### Section 401.02 Departmental

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

**Responsibility**

status of an employee that impacts the budget is subject to the normal approval process of the Budget Office and Commissioners Court. Part time and temporary employees who are permitted to work 30 or more hours per week, on average, during a 12 month period must be offered benefits in the following 12 month period, or the County may be subject to federal penalties. Therefore, any costs incurred due to an elected official's or department head's failure to manage the hours worked must be covered by transfer of funds from within the same department or office, and the transfer shall be subject to Commissioners Court approval.

**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.

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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  
Revised: February 4, 2014  
Revised: June 23, 2015

## 405 - PERFORMANCE APPRAISALS

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### **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~~in the [Human Resources forms library on the intranet \(Employee Connect\) 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.

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Fort Bend County Commissioners Court  
July 20, 1993  
Revised: February 10, 2004  
Revised: July 7, 2009  
[Revised: June 23, 2015](#)

## 408 - EMPLOYEE I.D. and SECURITY BADGES

### Section 408.01 Purpose

This policy is to provide guidelines to obtain, wear and replace employee identification badges and security badges to gain access to Fort Bend County facilities. ~~The Human Resources department shall be the administrator of the I.D. badges and the The Sheriff's Office shall produce all badges and administer security access to all County buildings except the libraries. is the administrator of security badges and enforcer of courthouse security.~~

The use of employee badges will facilitate identification to the public, County officials and personnel, as well as provide access to secured areas as authorized by an Elected Official or Department Head, and permitted by the bailiffs if applicable.

~~Certain employee identification badges will also serve as security badges that will allow employees access to secured areas.~~

### Section 408.02 Policy

All full-time, part-time and long-term temporary employees are required to wear, or maintain in their personal possession, a Fort Bend County identification badge at all times while performing County business. If wearing a badge on the outside of an employee's clothing presents a safety hazard, employees may retain their I.D. or security badge in their wallet or otherwise in their personal possession.

The Sheriffs Office maintains the County's security card access system. Elected Officials or Department Heads shall authorize employee security level access as it relates to buildings, secured areas and days and times of access (including after hours access), by e-mailing [an Employee Badge Request Form found in the Employee section of Employee Connect or at the following link:   
http://econnect/modules/showdocument.aspx?documentid=3196](#)

~~a request to and emailing the form to~~ the bailiffs at:

[cardaccesssystem@fortbendcountytx.gov](mailto:cardaccesssystem@fortbendcountytx.gov)

[Note: The Library administers security badges for those library branches requiring card access.]

**Each employee entering a secured area must use his/her own employee I.D. or Security Badge for only his/her personal entry. Employees are prohibited from using their security badge to allow access to secured areas to any unauthorized person. A violation may result in disciplinary action up to and including termination of employment.**

### Section 480.03 Employee Access at the Fort Bend County Justice Center

The Sheriffs Office is responsible for courthouse security, and as such, the Sheriffs Office shall review requests for security badges for the Justice Center and any other secured facility. Employees who have been approved and issued an employee security badge will normally be allowed to bypass the security checkpoint at the Justice Center; however there may be times of heightened security or other circumstances when the bailiffs will require employees to submit to

security screening upon entering the Justice Center.

Employees who do not possess their badge will not be allowed to bypass security screening and will be required to submit to security screening for entry to the Justice Center. Employees who work at the Justice Center but are at the Justice Center as a party to a trial or other court proceeding will be required to submit to security screening at that time.

Issuance of security badges shall be primarily limited to employees whose office and duties are based in the Justice Center and other secured County facilities. Elected Officials or Department Heads may request the issuance of a security badge for an employee who is not housed in the Justice Center but is required to conduct County business on a regular basis within the Justice Center. Such a request is subject to the approval of the Sheriff or designated bailiff. Requests should be emailed to the bailiffs at:

[cardaccesssystem@fortbendcountytexas.gov](mailto:cardaccesssystem@fortbendcountytexas.gov)

**Section 408.04  
Loss Notification and  
Replacement Badges**

Lost or stolen badges must be reported immediately to ~~Human Resources~~, the bailiffs and the employee's supervisor. Failure to report the loss of a security badge can jeopardize courthouse security; therefore, it is essential to report the loss immediately by emailing the bailiffs at the above email address.

**Employees who fail to report the loss of their badge within twenty-four (24) hours will be denied a replacement card and will be required to submit to security screening with the general public.**

Requests to replace a lost employee I.D. badge ~~(non-security) can be sent to Human Resources. To replace a lost security badge the employee's Elected Official or Department Head~~ should be emailed to the bailiffs at the above email address. Payment of \$15.00 is required to replace a lost employee I.D. or security badge.

**Payment must be by check or money order only, payable to Fort Bend County, and there is a \$25.00 fee for returned checks.**

**Section 408.05  
Leave Of Absence**

Any employee on a Leave of Absence for any reason will be required to turn in his/her I.D. or Security Badge to his/her Elected Official or Department Head at the onset of the approved leave.

**Section 408.06  
Resignation Or  
Termination and  
Employee Transfers**

When an employee resigns or is terminated, the Elected Official or Department Head shall immediately notify ~~Human Resources and~~ the bailiffs of the employee's departure and effective date of such separation. The employee's badge must be returned to ~~Human Resources or the bailiffs, as applicable.~~

**Employees are hereby notified that failure to return an I.D. or security badge may result in delay of final payout of accrued but unused vacation time.**

If an employee moves from one County department to another, the Elected Official or Department Head may request a new ~~Employee~~

~~I.D. or Security B~~badge, ~~or request updated security access~~ –by contacting ~~Human Resources~~ or the bailiffs ~~as applicable~~at [cardaccesssystem@fortbendcountytx.gov](mailto:cardaccesssystem@fortbendcountytx.gov)

**Section 408.07  
Contractor, Vendor and  
Visitor Access to the  
Justice Center**

Visitors to the Fort Bend County Justice Center must enter through the security screening area as directed by the bailiffs. All parties are subject to search at the discretion of the bailiffs.

Frequent visitors to the Justice Center, including but not limited to contractors, vendors, attorneys and bail bondsmen may be permitted to obtain a Fort Bend County Visitor Badge

Application for a Visitor's Badge may be found on the Fort Bend County website ([www.co.fort-bend.tx.us](http://www.co.fort-bend.tx.us)) or at the Information Desk at the Justice Center. Attorneys in good standing with the State Bar of Texas shall be subject to a \$25.00 annual application fee; frequent visitors other than attorneys shall be subject to a \$50.00 initial application fee and a renewal fee of \$25.00. Applicants will be subject to a criminal background investigation. The Visitor's Badge will serve as identification and will normally allow the visitor identified on the badge to bypass security screening at the Justice Center. However, badge holders must follow the directions of the bailiffs and submit to screening if requested.

**Replacement badges will cost \$15.00 per lost badge. Payment must be by check or money order payable to Fort Bend County, and there will be a \$25.00 fee for returned checks.**

Due to the high level of security necessary at the Justice Center, the Fort Bend County Sheriff reserves the right to refuse to reissue a Visitor's Badge to an individual who requests a replacement badge more than 3 times per calendar year.

**Section 408.08  
Firearms Prohibited**

Employees and visitors are prohibited from possession of a firearm, as that term is defined by Section 46.01, Texas Penal Code, in a county building that houses a justice court, county court, county court at law, or district court. A person who possesses a firearm in any court described by this section or in any office used by the court without the court's written authorization or without complying with any written regulation of the court is subject to the penalties provided by Chapter 46, Texas Penal Code.

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Policy Approved And Adopted By:  
Fort Bend County Commissioners Court  
July 3, 2003  
Revised: September 30, 2003  
Revised: December 6, 2011  
Revised: June 23, 2015

## **413 - EMERGENCY OPERATIONS PERSONNEL AND PAY PROCEDURES**

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**Section 413.01**  
**Scope**

This policy applies to all employees and Department Heads who report to the Commissioners Court. In the event of a declared emergency, Department Heads and Elected Officials may be called upon to provide personnel to assist in the Emergency Operations Center (EOC), or otherwise participate in the Emergency Operations Plan (EOP).

**Section 413.02**  
**Purpose**

The citizens of Fort Bend County depend on County employees to work before, during and in the aftermath of a disaster to assist in the preservation and restoration of essential public services required for the health, safety and quality of life within the County.

**Section 413.03**  
**Policy**

This policy will be in effect at such time as the County Judge or his/her designee, in accordance with the Emergency Operations Plan, declares that a “State of Emergency” exists warranting either preparation for, or response to, a potential emergency condition.

**Section 413.04**  
**Glossary**

The following are definitions specific to this policy:

**Disaster:** The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property that results from a natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, or other public calamity requiring emergency action, or an energy emergency.

**Emergency Closure:** In the event of a declared emergency, the County Judge or his/her designee may make the decision to close some or all County offices or departments for any duration.

**Emergency Closure Pay:** Compensation provided to employees who are unable to report for work due to an emergency closure.

**Emergency Condition:** An event, expected or unexpected, that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

**Emergency Deferred Time:** Compensation in the form of accrued time that can be earned by employees and used at a later date for paid time off.

**Emergency Evacuation Order:** An official statement issued by the Governor of Texas and/or the County Judge of Fort Bend County, or their designee, for an area stricken or threatened with a disaster.

**Emergency Operations Center (EOC):** The physical location where an organization comes together during an emergency to coordinate

resources, response and recovery actions, and make management decisions. Fort Bend County's EOC is located at:

Office of Emergency Management  
307 Fort Street  
Richmond, TX 77469  
(281)342-6185

**Emergency Operations Plan (EOP):** A pre-determined plan which is activated during an emergency period to control and coordinate efforts to protect life and property, care for the people affected, and temporarily restore essential community services.

**Essential and Non-Essential Employees:** See Section 413.05 for definition.

**Section 413.05  
Designation and  
Definition of  
Classification of  
Employees**

Department Heads are responsible for appointing individual classifications to each employee. Every County employee will have one of the following classifications: Essential or Non-Essential.

**Essential:** Employees whose presence is essential in implementing all or portions of the emergency plan. In accordance with the Labor Code, Section §22.001 (3), this would include Emergency Services Personnel such as fire fighters, police officers and other peace officers, and emergency medical technicians, as well as other individuals who are required, in the course and scope of their employment, to provide services for the benefit of the general public during emergency situations. Essential employees will be designated to remain in the County on the job or at a designated location during an emergency and are subject to being utilized as needed.

**Non-Essential:** Employees whose presence is not essential in implementing all or portions of the emergency plan, but who cannot leave their positions until released by their supervisor, and must return to work as usual. Non-Essential employees are responsible for the following activities:

1. Must call the Emergency Operations Center or a designated hotline for return to duty information;
2. Must remain in contact with their supervisor regarding assignments and return to duty information;
3. Must stay abreast of the emergency situation by monitoring radio/television/internet for instructions.

Essential and non-essential personnel who fail to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment.

**Section 413.06  
Emergency  
Operation/Staffing**

Any County employee may be deemed essential in order to provide for the safety and well being of the general public or for the restoration of vital services before, during and after an emergency condition.

It is the essential employee's responsibility to pre-plan the safeguarding and/or relocation of his/her family before the employee is required to report for duty. Fort Bend County will provide adequate emergency shelter for essential employees. In certain situations, emergency shelter may be provided for essential employees' dependents as well.

**Section 413.07  
Discrimination  
Prohibited**

Fort Bend County will not discharge or in any other manner discriminate against a non-essential employee who leaves Fort Bend County to participate in an official order for an emergency evacuation. As specified in Section 413.05, employees must remain in contact with their supervisor regarding assignments and return to duty information, or call the Emergency Operations Center or designated hotline for return to duty information. Failure to return to duty at the specified time may result in disciplinary action up to and including termination.

**Section 413.08  
Emergency Closure  
Pay**

In the event of an emergency closure of some or all County offices or departments, non-essential employees may be excused from work. Some or all essential employees may be required to work for reasons of County safety and security or to provide other essential public services.

Essential and non-essential employees who are not required to report to work on an otherwise regularly scheduled workday due to an emergency closure may receive emergency closure pay for up to eight (8) hours per day at their regular hourly rate of pay. Employees who abide by the provisions of this policy may receive emergency closure pay for no more than ten working days while their department or office is closed. If the closure extends beyond ten work days, employees will be required to utilize accrued vacation, compensatory and deferred leave. Sick leave may not be used for absences due to emergency closure.

If an employee exhausts all accrued leave, any remaining leave will be without pay. Extended periods of unpaid leave may have implications on the payment of medical and dental premiums. Please refer to Section 414.20 through 414.23 of this manual for further information.

**Section 413.09  
Emergency Closure  
Pay for Essential  
Employees**

Essential and non-essential employees who are **authorized and required** to work during an emergency closure will be compensated as follows:

Non-exempt employees who are authorized and required to work during an emergency closure will be compensated for all hours worked at their regular rate of pay. In addition, non-exempt essential employees who are required to work during an emergency closure will be credited with emergency deferred time for all hours worked during the emergency, up to eight hours per day. Depending on the length of the emergency

closure and the number of deferred hours accrued, Commissioners Court may order that all such emergency deferred time be paid out to employees at their regular rate of pay.

Compensatory time and/or overtime pay may be earned for work performed in reference to an emergency situation. See Sections 413.11 and 413.12 for more information.

**Section 413.10  
Shifts During  
Declared Emergency  
Conditions**

Essential employees are not authorized to evacuate, unless expressly exempted by the County Judge or his/her designee. Fort Bend County will provide adequate emergency shelter for essential employees. In certain situations, emergency shelter may be provided for essential employees' dependents as well.

Shifts during the declared emergency conditions will be established according to the departmental needs.

In accordance with 29 CFR 553.221 (c)(d), the following relevant subsections apply to shifts during declared emergency conditions:

*(c) Time spent away from the employer's premises under conditions that are so circumscribed that they restrict the employee from effectively using the time for personal pursuits also constitutes compensable hours of work. For example, where a police station must be evacuated because of an electrical failure and the employees are expected to remain in the vicinity and return to work after the emergency has passed; the entire time spent away from the premises is compensable. The employees in this example cannot use the time for their personal pursuits (in other words, they are "engaged to wait").*

*(d) An employee who is not required to remain on the employer's premises, but is merely required to leave work at home or with County officials where he or she may be reached, is not working while on call. Time spent at home on call may or may not be compensable depending on whether the restrictions placed on the employee preclude using the time for personal pursuits. Where, for example, a firefighter has returned home after the shift, with the understanding that he or she is expected to return to work in the event of an emergency in the night, such time spent at home is normally not compensable. On the other hand, where the conditions placed on the employee's activities are so restrictive that the employee cannot use the time effectively for personal pursuits, such time spent on call is compensable (these employees are "waiting to be engaged")*

Fort Bend County employees who are required to "shelter in place" at a County designated facility, and are on stand-by duty or are subject to being utilized when needed, are engaged to wait and will be compensated for all hours spent under such restrictions. ~~This pay provision includes Emergency Medical Services employees who would otherwise be subject to the eight (8) hour non-duty pay that is~~

~~applicable during routine shifts.~~ This pay provision does not include employees who choose to remain at a County designated facility but are completely relieved from duty for a period of at least eight (8) hours.

**Section 413.11  
Pay Provisions -  
Exempt**

Any employee who is classified as Exempt in accordance with the Fair Labor Standards Act and is authorized and required to remain on duty during an emergency will be compensated at their usual salary for the first 40 hours worked per work week. Exempt employees may also accrue compensatory time at the rate of hour for hour for time worked in reference to the emergency for any hours worked in excess of forty (40) hours per work week.

Executive managers and department heads may be required to work many hours during an emergency; however, the total amount of compensatory time that will be permitted shall be capped at a total value of \$5,000 per executive manager or department head.

Accrued but unused compensatory time balances earned in reference to an emergency for exempt employees may be paid out at the discretion of Commissioners Court, or at separation from the County. The hourly value of the compensatory time shall equal the bi-weekly salary amount at the time the hours were earned, divided by 80 hours.

Departments must track and maintain internal records of exempt employees' compensatory time in accordance with procedures designated by the Payroll Office and County Auditor.

**Section 413.12  
Non-Exempt Status**

Non-exempt employees will accrue compensatory time at the rate of one-and-one half (1-1/2) hours for each hour worked in excess of forty (40) hours worked in a workweek. Alternatively, Commissioners Court may order that all such hours worked be paid to employees as over time pay.

**Section 413.13  
Return to Duty  
Procedures for Non-  
Essential Personnel**

By reporting to work on the return-to-duty date and/or time specified by the County Judge, each employee meets their responsibility to work with other County employees as a team in helping to restore the community to normal service levels following a disaster or emergency condition.

Non-Essential employees who choose to evacuate will be expected to report to work at the start of their next normal shift on the return-to-duty date. Employees must remain in contact with their supervisor regarding assignments and return to duty information, or call the Emergency Operations Center or designated hotline for return to duty information. Failure to return to duty at the specified time may result in disciplinary action up to and including termination.

**Section 413.14  
Supervisor  
Responsibilities**

Supervisors are responsible for the following:

1. Must assist in the consistent and fair application and implementation

of this policy;

2. Must document and recommend disciplinary action resulting from any violations of this policy;
3. Must track and maintain internal records of exempt employees' compensatory time in accordance with the outlined procedures in Section 413.09, as designated by the Budget Office and County Auditor;
4. Must stay abreast of the situation by monitoring radio/television for instructions;
5. Must call the Emergency Operations Center or designated hotline for return to duty information; and
6. Must remain in contact with their employees regarding assignments and return to duty information.

**Section 413.15  
Employee  
Responsibilities**

Employees are responsible for the following:

1. Must know his or her responsibility under this policy. Compliance with the policy is mandatory;
2. Must remain in contact with their supervisor regarding assignments and return to duty information or call the designated hotline for return to duty information;
3. Must stay abreast of the situation by monitoring radio/television/internet for instructions;
4. Must track and submit all compensatory time worked in accordance with procedures designated by the Payroll Office and County Auditor; and
5. Must comply with waiver request procedures as outlined in Section 413.17 of this policy.

**Section 413.16  
Human Resources  
Department  
Responsibilities**

The Human Resources Department is responsible for the following information and activities related to this policy:

1. Must provide general information about this policy to all new employees during orientation;
2. Must maintain the signed originals of the Employee Acknowledgement Form and the Emergency Preparedness and Employee Classification Form in each employee's personnel file;
3. Must maintain the signed originals of the Emergency Operations Personnel Waiver Request Form.
4. Must develop and maintain the list of Essential Employees.

**Section 413.17  
Office of Emergency  
Management  
Responsibilities**

The Emergency Management Coordinator will provide assistance to departments in planning and coordinating the activities for the preparation and initial service phases to ensure consistency with the Emergency Operations Plan.

**Section 413.18  
Waivers**

If an employee has a circumstance/situation that may affect his or her ability to work during a disaster declaration, they must file an

“Emergency Operations Personnel Waiver Request Form” with their Department Head upon employment or within 30 days of the onset of the extenuating circumstances. Waiver requests will be reviewed and approved by each Department Head, forwarded to the Emergency Management Coordinator for review, then sent to the Human Resources Department for retention.

**Section 413.19**  
**Violations**

Any Violations of this policy may result in disciplinary action up to and including termination of employment.

Policy Approved and Adopted By  
Fort Bend County Commissioners Court  
Approved: February 6, 2007  
Revised: September 28, 2010  
Revised: June 23, 2015

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## 503 - DEFENSIVE DRIVING – OPTIONAL

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**Section 503.01  
Optional Defensive  
Driving Course**

Fort Bend County offers a defensive driving course through the National Safety Council for all County employees, ~~and their families.~~ The course is taught throughout the year, ~~and is~~ ~~The course is free~~ for all County employees, ~~and any family members that would be eligible for County insurance benefits.~~ Completion of the course may be used for auto insurance discount, but cannot be used for ticket dismissal.

(See also [Policy 603](#), Defensive Driving -- ~~Mandatory Policy in section 603~~).

**Section 503.02  
Employee Time**

Employees who do not drive a County vehicle must use their accrued vacation, comp, or deferred time to attend the course during scheduled work hours. Employees must have elected official/department head approval for taking accrued, paid time off prior to taking an optional defensive driving course.

**Section 503.03  
Registration**

To register for a Defensive Driving Course, please ~~contact the Risk Management Department.~~ [log on to Lawson Employee Self-Serve. For questions regarding course registration, contact the Risk Management Department.](#)

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
July 20, 1993  
Revised: September 30, 2003  
[Revised: June 23, 2015](#)

## 507 – HOLIDAYS

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### Section 507.01 County Holidays

Each year Fort Bend County Commissioners Court approves the schedule of holidays that the County will observe for the following year. The schedule is prepared and submitted by the Human Resources Department.

Most Fort Bend County offices and courts are closed in observance of recognized holidays with the exception of certain departments and offices that provide emergency and/or law enforcement services. These offices include but may not be limited to Juvenile Detention, the Sheriff's Office, Constables' Offices, and Emergency Medical Services.

### Section 507.02 Eligibility

This holiday policy applies to all full-time employees, with the exception of certain employees in the Emergency Medical Services Department who are subject to ~~Section Policy 508: Paid Leave for Employees of EMS. – Holiday Policy for EMS Employees.~~ Part-time and temporary employees are not eligible for holiday pay.

In order to receive holiday pay, a full-time employee must work, or have approved time off with pay, their last scheduled workday before a holiday, and first scheduled workday after a holiday.

### Section 507.03 Holiday Pay

All eligible Fort Bend County employees will receive eight (8) hours of holiday pay at their regular hourly rate of pay for each holiday observed by the County. Some Fort Bend County offices utilize flexible or alternative schedules rather than the traditional 8-hour day, 5-day week. Regardless of an employee's typical work schedule, holiday pay will be equal to 8 hours per holiday.

*Note: for purposes of computing overtime, holidays are not considered actual hours worked, and therefore will not count towards the calculation of overtime or compensatory time.*

### Section 507.04 Alternate Days Observed

If a holiday falls on a Saturday, Fort Bend County typically observes the holiday on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday will typically be observed on the Monday following the holiday.

### Section 507.05 Working a Holiday

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 and 507.03 above. If an employee is required to work on a holiday, the employee will receive eight (8) hours of holiday pay in addition to their regular pay for time worked.

### Section 507.06 EMS

~~Certain employees of the Emergency Medical Services department are subject to the provisions of Section 508: Holiday Policy for EMS Employees.~~

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

Revised: October 23, 2007  
Revised: November 17, 2009  
Revised: June 23, 2015

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## 603 - DEFENSIVE DRIVING - MANDATORY

### Section 603.01 Defensive Driving Course

Fort Bend County provides a free defensive driving course through the National Safety Council for all county employees, and elected officials who are required to drive on County business, and their families. The course is taught throughout the year. ~~The course is free for all County employees, elected officials, and any family member that would be eligible for County insurance benefits.~~ Completion of the course may be used for auto insurance discounts, but cannot be used for ticket dismissal. The Risk Management Department also permits employees who are not required to drive on County business to take the defensive driving course. -(See Policy 503: Defensive Driving -- Optional)-~~Policy 503~~).

### Section 603.02 3-Year Mandatory Requirement

~~It is mandatory that all~~ All persons who drive a vehicle on County business, whether a County-owned vehicle or a personal vehicle, must owned, operated and covered under Fort Bend County's auto liability policy, take the defensive driving course every three years. All employees who drive a County vehicle on County business must be insurable under the County's automobile liability coverage, and provide proof of coverage under their personal insurance liability policy. If an employee becomes uninsurable under the County's coverage, he or she may lose their authorization to drive on County business. Loss of authorized driving status may result in termination of employment if the employee is unable to meet the requirements of the position. it may be grounds for IMMEDIATE TERMINATION.

### Section 603.03 Alternate Course

At the discretion of the elected official or department head, law enforcement/emergency personnel may replace the regular County defensive driving course with a high stress, low speed driving course.

### Section 603.04 Post At-Fault Accident Requirement

Any person involved in an at-fault accident while driving a County vehicle shall be required to attend a defensive driving class within sixty (60) calendar days from the date of the accident and submit proof of completion of the class to the Risk Management Department. For additional information, please refer to Vehicle Policy 612.<sup>4</sup>

### Section 603.05 Registration

To register for a Defensive Driving Course, please log on to Lawson Employee Self-Serve. For questions about course registration, please contact the Risk Management Department.

Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
July 20, 1993  
Revised February 10, 2004  
Revised: June 23, 2015

<sup>4</sup> ~~-Amended 1/01/2002.~~

## 705 - INCLEMENT WEATHER POLICY

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**Section 705.01  
County Policy**

It is the policy of Fort Bend County to remain open for business unless severe weather conditions or impossible road conditions prevent County employees from reaching their respective offices for duty. Employees should use common sense in determining if road conditions are too severe to prevent travel to work.

**Section 705.02  
~~Local State-Of  
Disaster Office  
Closure and Pay  
Decisions~~**

The ~~county~~ County Judge shall ~~determine if~~ make the decision of closure of some or all County facilities is necessary -after considering the ~~nature and degree~~ extent of the inclement weather and the potential impact on public and employee safety. ~~-of a close down need during a local state of disaster.~~ Information regarding closures will be available on the County website, or by calling the employee hotline at 281-341-4444.

In the event of closure due to inclement weather full-time employees may be compensated with Emergency Closure Pay unless otherwise determined by Commissioners Court. Emergency personnel and other essential personnel who are required to work during a closure may accrue Emergency Deferred Time in addition to their regular pay unless otherwise determined by Commissioners Court. For further information, please see Policy 413, Emergency Operations Personnel and Pay Procedures.

**Section 705.03  
Absence**

Employees who individually decide not to report to work due to inclement weather on a day that the County is otherwise open for business must notify their ~~department~~ supervisor that they will be absent, using the customary call in procedures for their department or office. ~~in the manner required by the department.~~ Employees who fail to report to work shall be ~~shown as absent for payroll purposes.~~ required to use accrued leave (excluding sick leave unless in accordance with Section 709) or leave without pay if accrued leave is exhausted. ~~Employees will have the option of having their time deducted as leave without pay or as a deduction from their accrued paid leave balance. An employee may not use sick leave time when choosing to stay home due on an official County work day.~~

**Section 705.04  
Pay Decisions**

~~Pay decisions are the discretion of the elected official or department head. Commissioner's Court will determine final pay decisions, if necessary.~~

**Section 705.05  
Non-Critical  
Personnel**

~~This policy applies to non-critical personnel only~~

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
November 24, 1998  
Revised: June 23, 2015