



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Ken DeMerchant

From: Kathy Novosad  
Sr. Human Resources Generalist

Date: September 18, 2019

Subject: Revisions to Policies of the Employee Information Manual

Human Resources is submitting revisions to the Employee Information Manual. Brief descriptions of the changes are listed below. Copies of the policies with the revisions marked are attached for your review.

<ul style="list-style-type: none"><li>• <i>Policy 200: Employee Rights</i></li><li>• <i>Policy 202: Respectful Workplace</i></li><li>• <i>Policy 402: Employee Selection</i></li><li>• <i>Policy 403: Job Descriptions</i></li></ul>	These policies are updated to include all the protected statuses per the recently revised <i>Policy 103: Equal Employment Opportunity</i> .
<ul style="list-style-type: none"><li>• <i>Policy 615: Social Media</i></li></ul>	The policy is revised to correct a reference to another policy in the manual ( <i>Section 202: Respectful Workplace</i> ).
<ul style="list-style-type: none"><li>• <i>Policy 708: Military Leave</i></li></ul>	The policy is revised to correct the effective dates of Paid Military Leave as required by the Texas Government Code.

If you have any questions, please contact Kent Edwards or Kathy Novosad in Human Resources.

## Section 200 – EMPLOYEE RIGHTS

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Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification. ~~race, color, national origin, sex, religion, age or disability.~~

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## **202 – RESPECTFUL WORKPLACE: DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT PREVENTION**

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### **Section 202.01 Respectful Workplace**

Fort Bend County is committed to ensuring a respectful work environment that is free from discrimination, harassment, and retaliation. County employees at all levels of the organization are responsible to help create such an environment by treating others with dignity and decency, and by acting professionally and in a manner that is free from disrespect, intimidation, oppression or exploitation.

County employees in supervisory and management positions will not knowingly allow or tolerate discrimination, harassment, or retaliation. Such behavior will be dealt with by appropriate counseling, training, and or discipline of the employee, or by reporting the behavior to a higher level of management or to the Human Resources Department for investigation and action.

The County will provide periodic training to all employees, including supervisors and managers. Human Resources is always available to support employees in understanding, creating, and ensuring a respectful workplace.

### **Section 202.02 Discrimination Prohibited**

Fort Bend County does not discriminate in access to or delivery of services and programs, including access to employment and the benefits thereof, on the basis of race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions, national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs ~~race, color, national origin, religion, sex, disability, age, or genetic information~~, or any other classification protected by state, federal, and local laws, except where based on a bona fide occupational qualification or other applicable regulation. It is a violation of County policy to deny employment, pay, promotion, or other benefits of employment, or to apply discriminatory evaluative standards in employment processes, based on any protected category.

Discrimination based on protected categories is strictly prohibited by a variety of federal and state regulations, including Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Pregnancy Discrimination Act, and the Americans with Disabilities Act as amended. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

### **Section 202.03 Harassment Prevention**

All County employees are responsible for preventing harassment in the workplace by acting respectfully and expecting the same from others. Employees may address questions about harassment with a supervisor or the Human Resources Department.

If inappropriate behavior occurs, employees are encouraged to address the conduct by telling the offender the conduct is inappropriate

and unwelcome, if they feel comfortable and safe while doing so, and to report the behavior in accordance with the recommended procedures found in Policy 203, Dispute Resolution.

Fort Bend County prohibits harassment of any kind, including sexual harassment, and will take prompt and appropriate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct which threatens, demeans, intimidates or coerces an employee, co-worker, or any person working for or on behalf of Fort Bend County.

The following examples of harassment are intended to be guidelines and are not all inclusive nor exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes offensive or unwelcome comments such as slurs, epithets, and negative stereotyping regarding a person based on any protected status.
- Nonverbal harassment includes distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual when based on any protected status.

Harassment that is not based on protected status but is nonetheless unprofessional and disrespectful is a violation of this policy and will not be tolerated. Harassment that occurs outside the workplace, including online, may still be a violation of this policy if it impacts workplace relationships.

**Section 202.04  
Sexual Harassment  
Prohibited**

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited by this policy. The Equal Employment Opportunity Commission states that it is unlawful to harass a person because of the person's sex. Harassment can include unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex when:

- 1) Submitting to the conduct or being subjected to the conduct is a term or condition of employment, including hiring, promotion, pay, fringe benefits, job training, classification, referral, and other aspects of employment; or
- 2) The conduct is severe and pervasive enough that it tends to create a hostile, offensive or intimidating workplace or unreasonably interferes with an individual's performance on the job.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not all inclusive nor exclusive:

- Physical sexual harassment includes unwelcome contact including: touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, or assault.
- Verbal sexual harassment includes innuendoes, suggestive

comments, unwelcome or inappropriate compliments, jokes of a sexual nature, sexual propositions, lewd remarks, requests for any type of sexual favor (including repeated, unwelcome requests for dates) and teasing or “kidding” that is sexual in nature and unwelcome.

- Visual sexual harassment includes the distribution or display of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds, leering, staring, whistling, obscene gestures, or written content in letters, emails, notes, text messages, etc. that is sexual in nature.

Targets of sexual harassment may be either male or female, and the target and perpetrator can be of the same sex or opposite sex. Victims of sexual harassment may not be the intended target of sexual conduct, but may be bystanders offended by the conduct. Victims and harassers may also be individuals not employed by the County, such as a client or vendor doing business with the County.

Conduct of a sexual nature that is severe or pervasive may be deemed unlawful harassment. However, even if it does not reach the level of unlawfulness, such conduct is still disrespectful and unprofessional, and will not be tolerated. Harassment that occurs outside the workplace, including online, will still be a violation of this policy if it impacts workplace relationships.

**Section 202.05  
Consensual Romantic  
Relationships**

Consensual romantic relationships between supervisors and subordinates are discouraged because they can create compromising conflicts of interest or give rise to the appearance of favoritism or bias in employment decisions. In addition, given the imbalance of power in a supervisor/subordinate relationship, consent by the subordinate may be coerced, or claimed to be coerced at a later date. If a consensual relationship does exist it may be necessary to reassign one or both parties if possible. Any County employee who is in a consensual relationship with a coworker is cautioned to maintain professionalism in the workplace and not let the relationship interfere with a respectful work environment.

**Section 202.06  
Complaint Procedure**

It is the responsibility of all Fort Bend County employees to promptly report discriminatory or harassing conduct. This responsibility applies whether the employee is the target of the conduct or witnesses the conduct, even if reporting the conduct is contrary to the wishes of any other employee. Please see Section 203, Dispute Resolution, for detailed information on reporting discrimination and harassment.

**Section 202.07  
Retaliation Prohibited**

Fort Bend County will not tolerate retaliation in any form against employees who in good faith bring forth complaints of discrimination or harassment, nor against any person who participates as a witness in a complaint investigation. Please see Section 204, Non-Retaliation and Whistleblower Protection, for further information.

Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
January 25, 2000  
Revised: September 30, 2003

Revised: February 1, 2011  
Revised: September 25, 2018  
Revised: September 24, 2019

Effective September 25, 2018, this policy includes content formerly found in Policy 203: Sexual Harassment, and Policy 205: Workplace Harassment and Violence Protection. Previous content regarding retaliation has been moved to Section 204, Non-Retaliation and Whistleblower Protection.

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## 402 - EMPLOYEE SELECTION

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### **Section 402.01 Equal Opportunity**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification. ~~race, color, age, sex, religion, disability or national origin.~~

### **Section 402.02 Definition of Posting**

For the purposes of this policy, 'posting' is defined as an announcement of an open position. Postings are available to all County employees and the general public.

### **Section 402.03 Definition of Department**

For purposes of this policy, a 'department', also known as the hiring department, is defined as a Fort Bend County Department that posts an open, budgeted position according to the procedures specified in this policy.

### **Section 402.04 Posting Procedures**

In order to provide an equal employment opportunity for all interested individuals and to generate a broad base of applicants to choose from, each department will post a full-time open position for a minimum of two (2) weeks (10 business days) by notifying the Human Resources Department in writing of the availability of the position. Part-time and temporary positions may be posted for three (3) business days as determined by the department, also by notifying Human Resources in writing. Selections for part-time and temporary positions may be made sooner than three (3) business days depending on exigent circumstances.

An elected official or department head determines whether to open a position to current employees and/or external applicants. If a posting is open only to current employees, the posting will so indicate.

The Human Resources Department will post the position by summarizing the job description and making the posting available to current employees and the public through a County job line recording, the County web site, advertising on the Human Resources Bulletin Board, the County e-mail system, and other similar recruiting methods. If the department wishes to recruit through targeted recruitment methods, the Human Resources Department will facilitate the creation and placement of the advertisement. Advertisement includes, but is not limited to, newspapers, professional journals, selected networks, and electronic sources. Human Resources may pay for selected recruitment depending on available funding.

### **Section 402.05 Application Procedures**

Applicants seeking full-time employment with the County must submit an employment application through the Human Resources Department before receiving employment consideration. The Human Resources Department will accept applications for open positions until the

specified time on the closing date or until filling the position, whichever is later. Applications will also be available through various departments throughout the County; however, the original applications must be forwarded to the Human Resources Department. The Human Resources Department will only accept applications for open, posted positions and will not accept unsolicited applications or resumes.

**Section 402.06  
Pre-Screening**

Applicants meeting the requirements specified in the current job description will be forwarded to the department for selection.

**Section 402.07  
Employee  
Selection Process**

The employee selection process shall be the responsibility of the department. Applicants selected for employment with Fort Bend County shall be based on job related qualifications as outlined in the job description. Qualifications may include, but are not limited to, necessary knowledge, skills, abilities, training, education, licensing, certification and experience required for the position; satisfactory completion of performance and/or psychological exams; and satisfactory results on pre-employment drug testing, pre-employment physical, criminal history, driving record, employment and education reference checks.

**Section 402.08  
Job Offers**

The department will notify the Human Resources Department when a candidate has been selected for a position. The job offer by the hiring department will be subject to the constraints of the Fort Bend County Salary Administration Program, a copy of which is provided to Elected Officials and department heads. Exceptions to the program must be coordinated with the Human Resources Director and/or his/her designee, and subject to approval by Commissioners Court, prior to the actual job offer. The department will extend an offer, contingent on satisfactory results on the drug screen, pre-employment physical if required, and any background check that is conducted. Upon receipt of the results, the Human Resources Department will confirm the employee's start date with the department and initiate the orientation process.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
November 24, 1998  
Revised: February 10, 2004  
Revised: September 24, 2019

## 403 - JOB DESCRIPTIONS

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### **Section 403.01 Job Classification System**

The County maintains a job classification system for employees in full-time, budgeted positions in an effort to apply sound principles of measurement to determine what each job in the County is worth. This system is described in the Salary Administration Manual.

### **Section 403.02 Salary Administration Program**

The objectives of the Salary Administration Program are:

1. To attract and retain high caliber employees to provide accessible, quality public service to meet the changing needs of the individual and the community;

To provide uniform, equitable and fair pay practices throughout the County organization, with no pay discrimination based on ~~race, ethnicity, national origin, religion, gender, age or disability~~; race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification;

2. To provide total compensation (combination of salary and benefits) that is competitive within the Fort Bend trade area, at a level the County can afford;
3. To reward job experience and seniority;
4. To establish a basis for measuring the relative value of positions within the County;
5. To provide a systematic means for reviewing pay;
6. To establish procedures for communicating pay policies and practices to employees.

### **Section 403.03 Job Descriptions**

The job description provides a summary of the purpose, essential functions, responsibilities and requirements of a job. It establishes a clear definition of the function and role of a job within the County.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
November 24, 1998  
Revised: September 30, 2003  
Revised: September 24, 2019

## 615 – SOCIAL MEDIA

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### Section 615.01 Purpose

The purpose of this policy is to address the use of social media communications that Fort Bend County may utilize to reach a broader audience where appropriate and when approved by Commissioners Court. This policy will also address employee's personal use of social media, both on and off duty.

### Section 615.02 Definitions

Social media, for the purpose of this policy, refers to all means of communicating or posting information or content of any type on the Intranet or Internet. This includes but is not limited to a web log or blog, journal or diary, personal website, social networking or affinity web site (such as Facebook, Flickr, Twitter, You Tube, Linked-In), web bulletin boards, on-line chat rooms and other forms of social media which may become available.

### Section 615.03 Official Fort Bend County Social Media Presence

All official Fort Bend County presences on social media venues are considered an extension of the County's information and communications network. All County use of social media must be in compliance with this policy.

Department Heads and Elected Officials who wish to distribute information by social media should consult with the Information Technology Department prior to establishing any type of work-related on-line social media account or site to ensure that the activity is compatible with Fort Bend County electronic systems equipment and capabilities. Departments and offices must complete the attached Social Media Request Form detailing why the use of social media is necessary, the expected benefits, and what will deem its use successful. Departments and offices must also designate a custodian of the social media site who will, at a minimum:

- monitor the site to ensure all posted content is current, accurate and an appropriate representation of Fort Bend County
- immediately remove any inappropriate content
- ensure compliance with privacy and copyright laws

Wherever possible, County social media sites should use links to direct users back to the County's official website for more information, forms, documents or online services necessary to conduct business with Fort Bend County. County e-mail addresses, authorized in advance, should be used to create any social media account utilized for **official** County purposes.

### Section 615.04 Official Statements/Press Releases

It is recommended that Department Heads and Elected Officials contact the Fort Bend County Public Information Officer in the County Judge's Office for assistance with official statements and press releases. Under no circumstances should an employee represent themselves as an official spokesperson or representative of Fort Bend County or any County department or office without the express written approval of Commissioners Court or the subject office's Elected Official. Unofficial statements posted on a personal social media venue are discouraged, and if made should include a disclaimer stating that the posting is not the official position or opinion of Fort Bend County.

**Section 615.05  
Employee's Personal  
Use of Social Media**

It is the policy of Fort Bend County that employees should refrain from accessing social media websites while on duty, and/or on County provided electronic equipment, except in limited situations where such activity is work related and is authorized by a Department Head or Elected Official. Unauthorized social media activity conducted while on-duty and/or on County provided electronic equipment could be a violation of *Section 604: Electronic Systems Policy and Guidelines*. Employees must not use their Fort Bend County e-mail address to register on social networks, blogs or other online tools utilized for **personal** purposes.

Fort Bend County recognizes that employees may choose to participate in social media activities when off-duty, and in no way seeks to limit an employee's use of social media on their own time. However, employees should ensure that their off-duty social media activity does not interfere with their work for Fort Bend County or with their workplace relationships. Employees should refrain from posting any information, rumors, gossip, photographs, video or audio of co-workers, clients, customers, and vendors of the County without the express permission of the other individual(s). Keep in mind that such activity, even if conducted while off duty, could affect the work environment and may be a violation of *Section 2062: Respectful Workplace: Discrimination, Harassment and Sexual Harassment Prevention, Violence Protection Policy* or other Fort Bend County policies.

Information posted on social media sites can be accessed by a wide audience and the social media participant has limited ability to restrict access to such posts. Employees who identify themselves as County employees on their social media profiles should know that it is reasonable to expect that one's social media postings may be viewed, copied, forwarded, printed or otherwise shared with multiple people, including Elected Officials, Department Heads and other employees of Fort Bend County. Employees are responsible for their own social media activity and are solely responsible for any liability created by posting any defamatory or libelous information about another individual or organization.

Employees are prohibited from disclosing any information on the Internet, Intranet or in any other manner obtained in the course of their employment that is confidential, personal or private, unless so required by state law or a court order. Violations of copyright laws and restrictions and privacy policies are prohibited. Questions regarding any disclosure should be directed to the County Attorney. Employees who violate any County policy may be subject to discipline, up to and including termination of employment.

**Section 615.06  
Employees Responsible  
for Their Use of Social  
Media**

Fort Bend County will take reasonable steps to ensure compliance with this policy and employees may be subject to discipline up to and including termination of employment for policy violation. Employees who have any questions about this policy, or are unsure about the content of a social media activity, should discuss their concerns with a Department Head, Elected Official or Human Resources.

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Policy Approved and Adopted by  
Fort Bend County Commissioners Court  
September 14, 2010  
Revised: September 24, 2019

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## 708 - MILITARY LEAVE

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**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  
Service in the State  
of Texas Military  
Forces**

County officers or employees who serve in the Texas military forces and are ordered to duty or training under proper authority may be entitled to job and benefits protections in accordance with the Texas Government Code Section 437.202, and 437.204. In addition, Texas Government Code Section 437.213, provides that employees serving in the Texas Military Service are entitled to the same rights and benefits as provided under USERRA Sections 4301-4313 and 4316-4319.

**Section 708.03  
Notification**

Employees who leave a job to serve in the uniformed services are required to give advance written notice to their employers. The notice can be given by the individual employee, an authorized representative, or by the uniformed service. 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 request for military leave, and any other documentation reasonably required to establish the employee's right to leave. Leave for military duty whether voluntary or involuntary, shall be granted to employees who provide sufficient documentation of the need for leave.

**Section 708.04  
Compensation**

Texas Government Code Section 437.202(a) provides that a County officer or employee who is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team is entitled to a paid leave of absence from the person's duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority. Such person is entitled to 15 days of paid leave per State of Texas fiscal year (~~October–September~~ 1 through ~~September–August~~ ~~30~~~~31~~).

Unused paid leave cannot be carried forward from one fiscal year to the next, and is not paid out on termination of employment. The 15 days paid leave does not accrue, but will be paid as the leave is taken. If all 15 days of paid leave under this policy are exhausted, the employee may choose to use accrued vacation or compensatory time for additional days, or may choose to take unpaid leave. Accrued sick leave may not be used during times of military leave.

Upon request to the Human Resources Department, an officer or employee of the county shall be given a report of any paid leave used

under this policy, and the number of days of paid leave still available in the fiscal year.

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

**Section 708.05  
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, whichever is less. Notification and payments must be coordinated with Risk Management.

If an employee elects not to continue health benefits while on military leave, the employee will be immediately entitled to health benefits upon their return to work if they meet the requirements for reinstatement of employment.

**Section 708.06  
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 708.07  
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 708.08  
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 who return from unpaid military leave subject to the conditions of Section 708.06 and 708.07 are entitled to service credit for the unpaid period with Texas County and District Retirement System (TCDRS) for purposes of vesting and retirement eligibility. However, employees must notify TCDRS upon return from leave by filing TCDRS form *TCDRS-90, Application for Military Service Time Under USERRA* to have the time added to their retirement account. In addition, employees may choose to make contributions to their TCDRS account 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.

**Section 708.09  
Supplemental Pay  
(for Reservists  
Involuntarily Called  
to Active Duty)**

To the extent that monies are available to be appropriated for this purpose, Commissioners Court reserves the right to supplement an employee's 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 in support of a contingency operation.

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 will be given up to twelve months to 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. Commissioners Court reserves the right to discontinue this supplemental pay provision at any time, with or without notice.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
July 20, 1993  
Revised: May 12, 2009  
Revised: September 8, 2015  
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