BANDERA COUNTY
PERSONNEL POLICY MANUAL

ADOPTED ON
AUGUST 26, 2010

BY THE
BANDERA COUNTY
COMMISSIONERS COURT

Welcome to Bandera County!

We are glad to have you on the team of public servants that make up Bandera County government. From elected to temporary employees, our job is to serve our neighbors. All of us must work together to meet their needs, earn their respect, and deserve their support.

As taxpayers, we ourselves expect quality service from government. As public servants, we owe it to ourselves as well as our community to ensure that quality is what we provide.

This Personnel Policy is a brief reference on how we work as a team to provide that public service. Whether you are a new or experienced employee, this policy is designed to give you facts about the County, how it works, and the policies that govern us as employees.

Our community and its needs constantly change and your duties and county policies will change as well. The tradition of public service will always remain the same. You work for your community, and therefore yourself. The respect you show for your job and the public is a measure of the respect you have for yourself.

Sincerely,

Richard Evans
County Judge

County History

Bandera County was organized in 1856. The following were Elected Officials at that time:

O.B. Miles, County Judge
A. Hoffman, Sheriff
Irvin F. Carter, Tax Assessor
P.O. Pool, County Clerk

The present courthouse was completed in 1891. The courthouse had an estimated cost of $19,910.00 and the contractor furnished all materials and labor. County officials at the time the building project was initiated were:

George T. Lincoln, County Judge
C.W. Harris, Commissioner Pct 1
A.H. Barter, Commissioner Pct 2
B.F. Bellows, Commissioner Pct 3
J.D. Harper, Commissioner Pct 4

On September 26, 1891, the Commissioners Court inspected and accepted the courthouse building. An order was given to the Sheriff to take charge of the building and move the county offices.

Current Elected Officials

Richard Evans, County Judge

Robert “Bob” Grimes, Commissioner Pct 1

Bobby Harris, Commissioner Pct 2

Andy Wilkerson, Sr., Commissioner Pct 3

Jordan “Jody” Rutherford, Commissioner Pct 4

Mike Towers, Justice of the Peace Pct 1

Bobbie Basinger, Justice of the Peace Pct 2

Eino Zapata, Justice of the Peace Pct 3

Lynn Holt, Justice of the Peace Pct 4

Phil Tobin, Constable Pct 1

Ernest Reich, Constable Pct 2

Don Walters, Constable Pct 3

Rod Chalmers, Constable Pct 4

Daniel Butts, County Sheriff

Candy Wheeler, County Clerk

Tammy Kneuper, District Clerk

Billie Reeves, County Treasurer

Gwenda Tschirhart, County Tax Assessor/Collector

Janna Lindig, County Attorney

BANDERA COUNTY PERSONNEL POLICY
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BANDERA COUNTY
GENERAL INFORMATION

PURPOSE

1. The Bandera County Commissioners Court considers the county's employees to be one of the county's most valuable resources. This manual has been written to serve as a guide for the employer/employee relationship, and has been adopted by the Bandera County Commissioners Court for that purpose.

POLICY & PROCEDURE

2. This policy manual is an overview and summary of the policies and procedures of Bandera County, which are presently in effect. As such, the manual contains only general information and guidelines, and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if an employee has a specific question concerning eligibility for a particular benefit, or the applicability of a policy or practice to the employee, the employee should address the question to the Human Resource Office and their department head/elected official.

3. Throughout this manual, Bandera County may be referred to as "the County." Department heads, elected officials, and appointed officials may be referred to collectively as department heads/elected officials. If a policy applies to department heads, elected officials, or appointed officials, that particular policy may refer to them as an employee.

4. The procedures, practices, policies, and benefits described herein are subject to interpretation, review, and change, and may be modified or discontinued at any time by the Commissioners Court. In addition, the county retains the right to interpret and administer any of the policies contained in this manual in light of changing circumstances, events, and laws.

5. Information shall be disseminated through written notices from the Human Resource Office to each employee and department head/elected official.

ADDITIONAL POLICIES

6. Department heads/elected officials may add to the policies contained in this manual. Any such modifications shall comply with all applicable laws.

7. A copy of all written policies by department heads/elected officials shall be given to the Human Resource Office prior to enforcement.

BANDERA COUNTY
POLICY ON EMPLOYMENT AT WILL

ELIGIBILITY

1. This policy applies to all full-time, part-time, and temporary employees.

EMPLOYMENT AT WILL

2. All employment with Bandera County shall be considered "at will" employment.

3. No contract of employment shall exist between any individual and Bandera County for any duration, either specified or unspecified.

4. Bandera County shall have the right to terminate the employment of any employee for any reason, or no reason, at any time either with or without notice.

BANDERA COUNTY
POLICY ON EMPLOYEE STATUS

FULL TIME

1. A full time employee shall be any employee in an authorized position which has a normal work schedule that averages 40 hours per week. Such employees are eligible for all county benefits.

PART TIME

2. A part time employee shall be any employee in an authorized position which has a normal work schedule of less than 30 hours per week. Such employees are eligible for some county benefits.

TEMPORARY

3. A temporary employee shall be any employee who is hired into an authorized position which is expected to last for some specific duration, should not exceed six months, or until a specific project is completed. Such employees are not eligible for county benefits.

4. Temporary employees may be either full time or part time.

REGULAR

5. A regular employee shall be any employee hired into an authorized position which is not considered temporary.

6. Regular employees may be either full time or part time.

EMPLOYMENT

7. All employees are considered to be "at will" employees as defined in the **POLICY ON EMPLOYMENT AT WILL** and employee status shall not be considered a contract of employment.

BANDERA COUNTY
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

ELIGIBILITY

1. This policy applies to all employees, department heads/elected officials.

EQUAL OPPORTUNITY

2. It shall be the policy of Bandera County to be an equal opportunity employer.

3. Race, color, religion, national origin, sex, age, sexual preference, pregnancy, veterans status, genetic information, and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bonafide occupational qualification (BFQQ) exists.

4. All employees are expected to demonstrate sensitivity to and respect for all other employees. Appropriate disciplinary action may be taken against any employee willfully violating this policy, up to and including termination of employment.

REASONABLE ACCOMMODATION

5. The County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.

6. Reasonable accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

BANDERA COUNTY
POLICY ON APPLICATION FOR EMPLOYMENT

INTERNAL PROMOTION/HIRING

1. When a personnel vacancy occurs, department heads/elected officials are encouraged to promote from within the County if a qualified individual is available. If the vacancy can be filled in this manner, no notice of the vacancy is required.

POSTING

2. Notice of the job vacancy shall be posted by the Human Resource Office upon notification from the department head/elected official at the following areas for a minimum of seven (7) days:

-Bulletin board at the courthouse,
-Human Resource Office,
-In office where vacant position is, and
-Bandera County website.

3. If the job vacancy posting has been posted within the past six (6) months, applicants from that posting may be contacted for interviews at the discretion of the department head/elected official.

ADVERTISEMENT

4. Upon request of the department head/elected official, and if within budgetary constraints, the Human Resource Office shall advertise the existence of the position in a local newspaper in the manner and for the length of time requested by the department head/elected official.

APPLICATION PROCEDURE

5. Applications will only be accepted for job openings in authorized positions. Applications will be made available from the department in which the opening exists, online, or at the Human Resource Office.

6. All applicants will receive a standard job application form and a job description for the posted position. A resume will not be accepted in lieu of an application.

7. Applications must be received by the deadline that is listed in the job posting in order to be considered.

8. Applications submitted but not selected for the posted position will be kept on file for the required retention period in the Human Resource Office.

SELECTION

9. Each department head/elected official, or his/her designee, shall be responsible for selecting the applicant who he/she feels best meets the qualifications for an open position in his/her department.

DISQUALIFICATION

10. An applicant shall be disqualified from consideration for employment if he/she:
    a. Does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying;
    b. Has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
    c. Has committed or attempted to commit a fraudulent act at any stage of the application process;
    d. Is not legally permitted to hold the position; or
    e. Delivers an application after the posted position is closed.

BANDERA COUNTY
POLICY ON NEPOTISM

ELIGIBILITY

1. This policy applies to all employees, department heads/elected officials.

HIRING OF RELATIVES

2. Nepotism is the exercise of favoritism in employment, appointments, or other patronage toward a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by Bandera County.

3. In accordance with the Texas Nepotism Statutes, VTCA Government Code 573 department heads/elected officials of Bandera County shall not hire a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department which he or she supervises.

BANDERA COUNTY
POLICY ON CHILD LABOR

HIRING OF CHILDREN

1. It shall be the policy of Bandera County to comply with all federal and state regulations pertaining to Child Labor.

2. Any department head/elected official intending to employ children eighteen (18) years of age or younger should contact the Human Resource Office prior to employment.

BANDERA COUNTY
POLICY ON ADMINISTRATION OF PERSONNEL RECORDS

ELIGIBILITY

1. This policy applies to all departments and employees of the County.

MAINTENANCE OF RECORDS

2. Personnel records shall be maintained which contain information on each county employee to meet state and federal legal requirements and to insure efficient personnel administration. Such records shall be maintained by the Human Resource Office, and department heads/elected officials shall forward all personnel records to that department for filing and maintenance, although department heads/elected officials may maintain duplicate copies of personnel records in their own departments. The file maintained by the Human Resource Office shall be the employee's permanent county personnel file.

3. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported within 30 days of the date of the change to the Human Resource Office, as an employee's income tax status and group insurance may be affected by such changes.

RECORDS ACCESS

4. Employee personnel records are available in the Human Resource Office to the employee, an agent of the employee who has the written release of the employee to obtain such information, and, except as specified in this policy or other policies in this manual, department head/elected official, or his or her designee.

BANDERA COUNTY
POLICY ON VACATION

ELIGIBILITY

1. This policy applies to all full-time regular employees.

2. Part-time and temporary employees shall not be eligible for vacation benefits.

ACCRUAL RATE

3. Employees who have worked for less than five (5) years in a regular full-time position eligible to receive vacation shall accrue vacation at the rate of .833 working days per month, which is equivalent to 10 working days per year.

4. Employees who have worked for five (5) but less than ten (10) years in a regular full-time position eligible to receive vacation shall accrue vacation at the rate of one (1) working day per month, which is equivalent to twelve (12) working days per year.

5. Employees who have worked for ten (10) or more years in a position eligible to receive vacation shall accrue vacation at the rate of 1.25 working days per month, which is equivalent to 15 working days per year.

6. For purposes of this policy, a working day shall be defined as an 8-hour day.

7. Vacation shall not be accrued while an employee is on leave without pay.

INITIAL ACCRUAL AND WAITING PERIOD

8. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of six (6) months in such a position before being eligible to take any vacation.

MAXIMUM ACCRUAL

9. The maximum amount of unused vacation an employee shall be allowed to have at one time is twenty (20) days, 160 hours.

SCHEDULING

10. Scheduling of vacations shall be at the discretion of the individual department heads/elected officials.

BORROWING

11. Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals.

PAY IN LIEU OF VACATION

12. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

HOLIDAY DURING VACATION

13. If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the **POLICY ON HOLIDAYS** and shall not be charged against the employee's vacation balance.

PAY AT TERMINATION

14. If an employee has worked for at least one year in a regular full-time position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy.

15. An employee who has not worked for a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.

RECORD KEEPING

16. Each employee shall be responsible for accurately recording all vacation time used on his or her time sheet.

17. The official record of vacation accruals shall be kept by the Human Resource Office.

BANDERA COUNTY
POLICY ON SICK LEAVE

ELIGIBILITY

1. This policy applies to all full time regular employees.

2. Part-time and temporary employees shall not be eligible for sick leave benefits.

ACCRUAL RATE

3. Eligible employees shall accrue sick leave at a rate of eight (8) hours per month.

4. Accrual of sick leave shall start at the time an individual begins work for the County in a position eligible for the sick leave benefit.

5. The maximum amount of unused sick leave an employee shall be allowed to have at any time is 480 hours.

USE OF SICK LEAVE

6. Sick leave may be used for the following purposes:
   a. Illness or injury of the employee;
   b. Appointments with physicians, optometrists, dentists, and other qualified medical professionals;
   c. To attend to the illness or injury of a person who resides with the employee; or
   d. To attend to the illness or injury of a member of the employee's immediate family.

7. For purposes of this policy, immediate family shall be defined as spouse, child, step-child, parent, or step-parent.

8. Sick leave may not be used as vacation or any other reason not addressed in this policy.

NOTIFICATION

9. Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

10. Where use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave within 30 minutes of the employee's normal time to begin work, when practicable.

11. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify his/her supervisor as soon as is reasonably practicable.

12. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify his/her supervisor of the anticipated length of absence.

13. Supervisor shall notify the Human Resource Office of any employee's absence that will exceed three (3) days in order to determine sick leave availability, FMLA eligibility, or sick leave pool eligibility.

DOCUMENTATION

14. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a Bandera County Physical Capabilities form completed by their physician.

15. Documentation requirements shall also apply in situations where the absence is for the care of a member of the immediate family or person residing with the employee. A physician's statement or other acceptable documentation would be acceptable.

16. Documentation of illness or injury shall be required for any sick leave used during the two (2) weeks prior to resignation of employment with the county.

MINIMUM USE

17. Employees shall not be allowed to borrow sick leave against future accruals.

PAY AT TERMINATION

18. Employees shall not be paid for unused sick leave at the termination of employment.

19. Bandera County Commissioners Court has established a program to allow employees to transfer earned sick leave to a sick leave pool. This authority is granted in VTCA Local Government Code, Chapter 157, Subchapter E, Sections 157.071-157.075.

20. Please refer to the "BANDERA COUNTY SICK LEAVE POOL POLICY" (Attachment I).

BANDERA COUNTY
POLICY ON HOLIDAYS

ELIGIBILITY

1. This policy applies to all full time regular employees.

2. Employees shall be eligible for the paid holiday benefit; however, if an employee is absent without approved leave on the workday immediately preceding or following a holiday, they will not be paid for the holiday. Exceptions to this include:

   a. Scheduled time off with the department head approval, or
   b. The employee can provide a doctor's note.

ELIGIBLE HOLIDAYS

3. The County holidays for each calendar year shall be determined annually by the Bandera County Commissioners Court.

4. For purposes of this policy a working day shall be defined as an 8-hour day. If an employee does not use the full 8 hours for any designated County holiday, they will get the remaining hours as Personal Time, to be used by December 31 of the year they accrued the time.

HOLIDAY DURING VACATION

5. If a paid holiday occurs during the vacation of an eligible employee, that day shall be treated as a paid holiday and not be charged against the employee's vacation balance.

HOLIDAY ON DAY OFF

6. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday.

EMERGENCIES

7. An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall accrue comp time or be paid overtime.

SPECIAL OBSERVANCES

8. Special consideration shall be given to employee's requesting time off for religious or other special observances which are not designated as paid holidays for the County.

9. Determination of granted leave under Section 8 of this policy shall be made by the department head/elected official in which the employee works, based on the needs of the department.

10. Vacation, compensatory time, or leave without pay may be used for leave granted under Section 8 of this policy.

BANDERA COUNTY
POLICY ON HOLIDAYS
PERTAINING TO LAW ENFORCEMENT & EMERGENCY MEDICAL SERVICES

ELIGIBILITY

1. Most full time regular employees of law enforcement and emergency medical service departments. This policy excludes clerical workers, kitchen staff, and nurses.

HOLIDAYS

2. Eligible employees shall receive holiday personal leave time equal to the number of hours of holiday time approved by the Commissioners Court each year when they set the official County holiday schedule.

3. Employees hired after January 1 of any given year shall receive holiday personal leave for the remaining county holidays for that year.

COMPUTATION

4. Each designated holiday is considered 8 hours for purposes of calculating the holiday personal leave time.

5. Holiday personal leave time is calculated on a calendar basis.

USAGE

6. Eligible employees must coordinate and receive approval from their supervisors prior to any usage of holiday personal leave time.

ACCRUAL

7. A maximum of 48 hours holiday personal leave time may be carried over to the following year; only if every effort has been made to allow employees to use their holiday personal leave.

PAYBACK

8. Any eligible employee leaving employment prior to the completion of the calendar year may owe hours back to the County if they have taken all holiday personal leave time prior to the completion of the calendar year. These hours will have to be calculated and applied towards the final paycheck. It is permissible for the employee to take time off at any time during the year, only those leaving service prior to the end of the year may have to pay back holiday personal leave time.

BANDERA COUNTY
POLICY ON JURY DUTY LEAVE

ELIGIBILITY

1. This policy applies to all regular full time and part time employees.

JURY DUTY

2. Employees who are called for jury duty shall receive their regular pay for the period they are called for jury duty, which includes both the jury selection process and, if selected, the time they actually serve on the jury.

3. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule. If employees are released from jury duty prior to their regular shift ending, they shall report to work or be charged with other paid time leave accrued.

4. Employees will not be allowed to accept any fees for jury service from Bandera County.

5. Employees serving on the jury in a jurisdiction other than Bandera County will be allowed to accept the fees.

OFFICIAL COURT ATTENDANCE

6. Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County shall be entitled to leave with pay for such period as his/her court attendance may require.

PRIVATE LITIGATION

7. If an employee is absent from work due to private litigation in which he/she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

BANDERA COUNTY
POLICY ON MILITARY LEAVE

ELIGIBILITY

1. This policy applies to all regular full time and part time employees, department heads/elected officials.

GUARD AND RESERVE

2. Employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year, with pay, to attend authorized training sessions and exercises.

3. The fifteen (15) day paid military leave shall apply to the federal fiscal year and any unused balance at the end of the year shall not be carried forward into the next federal fiscal year.

4. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.

5. An employee may use vacation leave, personal leave, earned compensatory time, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.

ORDERS

6. An employee going on military leave shall provide his or her supervisor and the Human Resource Office with a set of orders within two (2) days after receiving them.

ACTIVE MILITARY

7. Employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

BANDERA COUNTY
POLICY ON FUNERAL LEAVE

ELIGIBILITY

1. This policy applies to all regular full time and part time employees.

FAMILY FUNERAL LEAVE

2. Employees shall be allowed up to three working days leave with pay for a death in the immediate family including the employee's grandparents, grandchildren, brother, or sister of the employee or the employee's spouse up to two weeks after the death.

3. Employees shall be allowed up to five working days leave with pay for a death in the immediate family including the employee's spouse, child of the employee or the employee's spouse, parent of the employee or the employee's spouse, or other relative who is dependent on the employee or employee's spouse for care.

4. For purposes of this policy, a working day shall be defined as an 8-hour day.

ADDITIONAL LEAVE

5. If leave is needed beyond the limits set in this policy, it may be charged to available vacation or compensatory time or to leave without pay.

DOCUMENTATION

6. Copies of the funeral announcement or other documentation approved by the Human Resource Office must be turned in with the timesheet when the leave was taken.

BANDERA COUNTY
POLICY ON PERSONAL LEAVE

ELIGIBILITY

1. This policy applies to all full time regular employees. Employees shall be eligible for the paid personal leave benefit after completing 1 year of service as a full time regular employee.

ACCRUAL RATE

2. Eligible employees shall accrue 3 work days per calendar year effective January 1 of each year.

MAXIMUM ACCRUAL

3. The maximum amount of personal days an employee shall be allowed to have is 3 work days. Unused personal leave shall not be carried forward into the next calendar year.

USE OF PERSONAL LEAVE

4. Personal leave may be used for any lawful purpose that the employee chooses.

5. All use of personal leave must be approved by his/her supervisor before actual use.

6. For purposes of this policy, a working day shall be defined as an 8-hour day.

PAY AT TERMINATION

7. Employees shall not be paid for unused personal leave at the termination of employment.

BANDERA COUNTY
POLICY ON INSURANCE

ELIGIBILITY

1. This policy applies to all full time regular employees and department heads/elected officials. Employees shall be eligible for the group medical, life, and/or dental insurance benefit on the first (1st) day of the month following sixty (60) days from date of employment.

COUNTY RESPONSIBILITY

2. The County will pay a portion of the premium for the group medical and dental coverage of eligible employees. The amount paid by the county will be determined annually by Commissioners Court. If the employee elects to take insurance, the balance of the premium shall be paid by the employee.

DEPENDENT COVERAGE

3. Eligible employees may cover their qualified dependents by paying the full premium for the dependents.

4. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

LIFE INSURANCE

5. Life insurance is provided to all eligible employees. Bandera County pays the premium. Eligible employees may cover their eligible dependents, paying the full premium through payroll deductions.

DENTAL INSURANCE

6. Dental insurance is available to all eligible employees. Eligible employees may cover their eligible dependents, paying premiums through payroll deduction.

OTHER INSURANCE

7. Other insurance policies may be offered to all eligible employees on an annual basis through various insurance providers. The employee will pay for all costs of these benefits through a payroll deduction from their paycheck each pay period.

8. Employees may only make changes to their insurance coverage during annual open enrollment period or if they have a qualifying life event.

QUALIFYING LIFE EVENT

9. A qualifying event includes, but is not limited to the following:
    a. Marriage,
    b. Divorce,
    c. Dependent's loss of coverage, and
    d. Birth of a child.

INFORMATION

10. Details of coverage under the available insurance plans are available in the Human Resource Office and may be obtained during the normal working hours for that office.

TERMINATION

11. Should an employee's employment be terminated, COBRA insurance shall be offered. Payment for COBRA insurance is the employee's responsibility. Arrangements for COBRA insurance will be made through a third party administrator representing Bandera County.

12. Retirees are eligible to continue insurance coverage at the retiree rate determined by Commissioners Court annually until they are eligible for Medicare.

BANDERA COUNTY
POLICY ON WORKERS' COMPENSATION

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials. Employees are covered by workers' compensation insurance while on duty for the County.

BENEFITS

2. Workers' compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of his/her job.

3. Workers' compensation may also pay a partial salary continuation benefit for time lost from work in excess of seven calendar days as the result of eligible work related injuries or illnesses.

ACCIDENT REPORTING

4. Any employee who suffers a job related illness or injury shall be required to notify his/her supervisor as soon as possible.

5. The employee who suffers a job related injury or illness must contact the Human Resource Office within one working day (if physically capable) to file a written report. If not physically capable, he/she must report when able. The department head/elected official of the employee shall also report the incident or illness to the Human Resource Office within one working day.

6. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

RETURN TO WORK

7. An employee who has lost time because of a work related accident or illness shall be required to provide a Bandera County Physical Capabilities Form from the attending physician before being allowed to return to work. Forms may be obtained in the Human Resource Office.

8. Forms shall be turned into the department head/elected official and Human Resource Office before the employee is allowed to return to work.

9. If the employee is released by the physician to either full duty or with restrictions and the employee does not return to work on the release date, accrued time will be used to cover hours not worked. If the employee has exhausted their accrued leave or is a part time employee, their pay will be docked.

10. The department head/elected official, Human Resource Office, and employee will review information received from the doctor and jointly determine if appropriate work is available if the employee is not given a full release. (See Return to Work Policy, Section 3.12.)

CONTRIBUTORY FACTORS

11. An employee's workers' compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in inappropriate activity such as horseplay.

12. A workers' comp injury may qualify an injured employee for FMLA.

BANDERA COUNTY
POLICY ON RETIREMENT

ELIGIBILITY

1. This policy applies to all regular employees and department heads/elected officials. Employees shall be eligible for the retirement benefit through the Texas County and District Retirement System.

CONTRIBUTIONS

2. Eligible employees shall make contributions to the retirement program through a system of payroll deduction.

3. Bandera County shall make a contribution to each eligible employee's retirement account as provided by State law and approved by Commissioners Court.

INFORMATION

4. Information on the retirement program may be obtained at the Human Resource Office during the normal working hours for that office.

BANDERA COUNTY
POLICY ON SOCIAL SECURITY

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials. Employees shall participate in the Federal Social Security program which provides certain retirement, disability, and other benefits.

CONTRIBUTIONS

2. Contributions to this program shall be made by deductions from each employee's paycheck in accordance with the requirements of this program.

3. The County shall contribute an amount equal to the employee's contribution in accordance with the requirements of this program.

BANDERA COUNTY
POLICY ON FAMILY AND MEDICAL LEAVE

ELIGIBILITY

1. To be eligible for benefits under this policy, an employee must:
    a. Have worked for Bandera County at least 12 months (it is not required that these 12 months be consecutive; however, a continuous break in service of 7 years or more will not be counted toward the 12 months); and
    b. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

2. Family or medical leave under this policy may be taken for the following situations:
    a. The birth of a child and in order to care for that child;
    b. The placement of a child in the employee's home for adoption or foster care;
    c. To care for a spouse, child, or parent with a serious health condition; or
    d. The serious health condition of the employee that makes the employee unable to perform the essential functions of their job; or
    e. A qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member (National Guard or Reserves) on active duty or has been notified of an impending call or order to active duty in support of a contingency operation; or
    f. To care for a covered service member (Regular Armed Forces, National Guard, or Reserves) with a serious injury or illness if the employee is a spouse, child, parent, or next of kin (nearest blood relative) of the service member.

SERIOUS HEALTH CONDITION

3. Serious health condition of the employee shall be defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health care provider.

4. Serious health condition of a spouse, child, or parent shall be defined as a condition which requires inpatient care at a hospital, hospice, or residential care medical facility, or a condition which requires continuing care by a licensed health care provider.

CONTINUING TREATMENT

5. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
    a. A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
        1. Treatment two or more times within 30 days of incapacity, or

2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment by a health care provider. This treatment must occur within the first seven days of incapacity.

b. Any period of incapacity due to pregnancy or pre-natal care,
c. Any period of incapacity or treatment due to a chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time.
d. Any period of incapacity which is permanent or long term due to a condition that treatment is not effective.
e. Any period of incapacity or absence to receive multiple treatments by a health care provider.

QUALIFYING EXIGENCY LEAVE

6. Eligible employees may take FMLA leave when an employee's covered military member (spouse, child of any age, or parent) is on active duty or called to active duty status in support of a contingency operation. The following qualify as exigency leave:

a. Leave may be taken to address any issue that arises because the covered military member was given seven or less days notice for active duty deployment in support of a contingency operation. Eligible employees may take up to 7 days beginning on the date the covered military member receives the call or order to active duty.
b. Leave may be taken to attend any official ceremony, program, or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member.
c. Leave may be taken to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to active duty or call to active duty status of a covered military member.
d. Leave may be taken to arrange for alternative childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member.
e. Leave may be taken to make or update financial or legal arrangements to address the covered members absence while on active duty or call to active duty status.
f. Leave may be taken to act as the covered military members representative before a governmental agency for obtaining, arranging, or appealing military service benefits while the covered military member is on active duty or call to active duty status and for a period of 90 days following the termination of the covered member's active duty status.
g. Leave may be taken to attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered

child provided the need for counseling arises from the active duty status or call to active duty status of a covered military member.

h. Leave may be taken to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) days of leave for each instance for rest and recuperation.
i. Leave may be taken to attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.
j. Leave may be taken to address issues that arise from the death of a covered military member while on active duty.
k. Leave may be taken to address any other additional events that may arise out of the covered military member's active duty or call to active duty status provided the County agrees the leave shall qualify as an exigency and agree to both the timing and the duration of such leave.

LEAVE AMOUNT

7. Up to 12 weeks leave per 12-month period may be used under this policy.

8. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

9. All leave taken under this policy during the prior 12-month period shall be subtracted from the employee's 12-week leave eligibility and the balance is the leave the employee is entitled to take at that time.

10. If a husband and wife both work for the County, the maximum combined leave they shall be allowed to take in any 12-month period for the birth or placement of a child is 12-weeks.

11. An eligible employee is entitled up to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period.

a. The single 12-month period begins on the first day the eligible employee takes FMLA to care for covered service member and ends 12 months after that date.
b. If an eligible employee does not take all of their 26 workweeks during this 12-month period, the remaining part of the 26 workweeks of leave entitlement to care for the covered service member is forfeited.
c. This leave entitlement is applied on a per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same covered service member with a subsequent serious illness or injury, except that no more than 26 workweeks may be taken within any single 12 month period.

d. If an eligible employee has already taken any portion of their eligible FMLA leave they will only be entitled to a combined total of 26 workweeks for any FMLA qualifying event in the single 12 month period.

PAID AND UNPAID LEAVE

12. An employee who is taking leave because of their own serious health condition, or the serious health condition of an eligible family member shall be required to use their time in the following order: earned compensatory time, sick leave, vacation, and any other paid leave, with the remainder of the 12 week leave period being unpaid leave.

13. An employee taking leave for the birth of a child shall be required to use their time in the following order: sick leave, compensatory time, vacation, and holiday leave for the recovery period after the birth of the child and prior to being on unpaid leave.

14. After the recovery period from giving birth to a child, the employee shall be required to use their time in the following order: earned compensatory time, vacation, and other available paid leave, except for sick leave with the remainder of the 12 week leave period being unpaid leave.

15. An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use their time in the following order: earned compensatory time, vacation, and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

16. An employee that is taking leave for a qualifying exigency for a covered military member shall be required to use their time in the following order: earned compensatory time, vacation and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

17. An employee taking leave for the care of a covered service member shall be required to use their time in the following order: earned compensatory time, sick leave, vacation, and other available paid leave, with the remainder of the 26 week leave period being unpaid leave.

18. The maximum amount of paid and unpaid leave that may be used under this policy in any 12-month period is 12-weeks, except for qualifying leave to care for a covered military member with a serious injury or illness with the maximum leave being 26 weeks in a single 12 month period.

INSURANCE

19. While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work.

20. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.

21. Payment for coverage under section 21 of this policy shall be made through regular payroll deduction while the employee is on leave with pay.

22. While on leave without pay, the employee shall be required to pay for the premiums due to the County under section 22 of this policy no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

23. At the end of the 12 week leave, all eligible employees will be offered COBRA if they are unable to return to work, except for the care of an injured covered military member where the eligible employee will be offered COBRA at the end of 26 weeks in a single 12 month period.

INTERMITTENT LEAVE & REDUCED SCHEDULE

24. Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee's eligible family member, or the care of a covered military member.

25. A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee's eligible family member, or the care of a covered military member.

26. All work time missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employee's 12-week leave eligibility. If the time missed is for the care of a covered military member with a serious injury or illness the time will be deducted from the employee's 26 week leave eligibility in a single 12 month period.

CERTIFICATION REQUIREMENTS

27. The County shall have the right to ask for certification of the serious health condition of the employee or the employee's eligible dependent when the employee requests or is using leave under this policy.

28. The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. If an employee does not respond, leave may be denied.

29. Certification of the serious health condition of the employee shall include:

a. The date the condition began;
b. Its expected duration;
c. The diagnosis of the condition;
d. A brief statement of the treatment; and
e. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.

30. Certification of the serious health condition of an eligible family member shall include:

a. The date the condition began;
b. Its expected duration;
c. The diagnosis of the condition;
d. A brief statement of treatment; and
e. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

31. Certification for leave taken because of a qualifying exigency shall include:

a. A copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or called to active duty status in support of a contingency operation;
b. The dates of the covered military members active duty service;
c. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave;
d. The approximate date on which the qualifying exigency will start and end;
e. If the request is for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency;
f. If the qualifying exigency involves meeting with a third party, appropriate contact information such as: name, title, organization, address, telephone number, fax number and e-mail address and a brief description of the purpose of the meeting.

32. Certification for leave taken for a serious injury or illness of a covered military member shall include:

a. If the injury or illness was incurred in the line of duty while on active duty;
b. The approximate date on which the illness or injury occurred and the probably duration;

c. A description of the medical facts regarding the covered military members health condition, sufficient to support the need for care;
d. If the covered military member is a current member of the Regular Armed Forces, the National Guard or Reserves and the covered military member's branch, rank, and unit currently assigned to;
e. The relationship of the employee and the covered military service member;
f. In lieu of certification, an ITO (invitational travel orders) or an ITA (invitational travel authorizations) issued is sufficient certification for a eligible employee to be allowed to take FMLA to care for a covered military member. The employee may be required to provide confirmation of the covered family relationship to the seriously injured or ill covered military member.

33. If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. Certification for intermittent or reduced scheduled leave may be requested every 6 months in connection with an eligible absence.

34. The County shall have the right to ask for a second opinion from a physician of the County's choice, at the expense of the County, if the County has reason to doubt the certification, except FMLA to care for a seriously injured or ill covered service member supported by an ITO or ITA.

35. If there is a conflict between the first and second certifications, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUESTING LEAVE

36. Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his or her immediate supervisor, which the supervisor shall forward to the Human Resource Office.

37. Where practicable, an employee should give his or her immediate supervisor at least 30 days notice before beginning leave under this policy.

38. Where it is not reasonably practicable to give 30 days notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.

39. If an employee fails to provide 30 days notice for foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

REINSTATEMENT

40. Employees returning from leave under this policy, and who have not exceeded the 12 week maximum allowed under this policy, shall be returned to the same job or a job equivalent to that the employee held prior to going on leave. Employees who have not exceeded the 26 week maximum, in a single 12 month period, allowed to care for a seriously ill or injured covered military member, shall be returned to the same job or a job equivalent to the job they help prior to going on leave.

41. Where an employee is placed in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.

42. The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave; this includes employees who may still have sick leave or vacation leave still available.

REPAYMENT OF PREMIUMS

43. Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the maximum leave allowed under this policy shall be required to reimburse the County for all medical premiums paid by the County while the employee was on leave without pay.

OTHER BENEFITS

44. While on leave without pay under this policy, an employee shall not earn vacation, sick leave, be eligible for holidays, or earn other benefits afforded to employees actively at work, except for those stated in this policy.

OTHER ISSUES

45. Any area or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act (FMLA) and the regulations issued to implement it.

46. The County may send out to an employee who has been out for 3 or more days a Medical Certification to determine the employees FMLA eligibility. The employee should have their physician complete and return the certification within 15 days of receipt to be eligible for FMLA. Failure to return the medical certification may result in denial of FMLA.

47. Employees will be required to provide a Bandera County Physical Capabilities Form prior to returning to work to their department head/elected officials and to the Human Resource Office.

48. The department head/elected official, Human Resource Office, and employee will review information received from the doctor and jointly determine if appropriate work is available if the employee is not given a full release.

BANDERA COUNTY
POLICY ON INTER-DEPARTMENT TRANSFER

ELIGIBILITY

1. This policy applies to all regular and temporary, full or part time employees. Employees shall be eligible to apply for open posted positions in other departments in Bandera County.

2. The employee making application should have the necessary qualifications for the posted position.

PROCEDURE

3. Employee must make application to the department head/elected official with the open posted position.

4. Hiring official will review application, interview, and determine application status in the same manner as other applicants, following FLSA regulations.

5. Employee's grade and step will be determined in accordance with Bandera County Pay Plan.

6. The effective date of the inter-department transfer shall be negotiated between both the hiring department head/elected official and the department head/elected official losing the employee, within a reasonable time period. This date shall also coincide with the beginning of a pay period.

7. The employee shall maintain original anniversary dates with regards to vacation, sick leave, and retirement benefits.

ACCRUED PAID LEAVE

8. A maximum of 40 hours of Vacation shall be carried with employee to new department. The remaining balance of accrued vacation shall be paid out and charged to the department that allowed the accrual.

9. Sick leave shall be carried with employee to new department.

10. Comp time shall be paid out and charged to the department that allowed the accrual.

11. Any other paid leave authorized by Commissioners Court shall be carried with employee to new department.

BANDERA COUNTY
POLICY ON INCLEMENT WEATHER & EMERGENCIES

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

DETERMINATION

2. The County Judge and Emergency Management Coordinator (EMC) will make the determination if all County offices should be closed due to inclement weather or some other condition that renders travel unsafe. The Sheriff's Dispatch Department will make an announcement on the radio of the County's closure. Whenever possible the EMC will disseminate information over local radio station FM 92.3, local television station Channel 5, and a recording will be placed on the Emergency Operations Center answering machine. Employees should call (830) 460-8299 for updates.

3. If the County is not officially closed, department heads/elected officials are authorized to make a determination for their own employees when weather conditions are so severe that it is unsafe for employees to travel from their residences to their assigned work station.

PAID TIME OFF

4. When it is determined by the County Judge and EMC that the County is closed, eligible employees will receive their regular pay for that day.

5. When it is determined by the department heads/elected officials that the employee is excused from work, the employee will be allowed a maximum of three working hours off with pay. All other time taken off shall be used as accrued time off or leave without pay.

6. For purposes of this policy, a working day shall be defined as an 8-hour day.

EMERGENCIES

7. An eligible employee called in to work during inclement weather due to a special need of the County, shall accrue comp time or be paid overtime.

BANDERA COUNTY
POLICY ON NURSING MOTHERS

ELIGIBILITY

1. This policy applies to all employees and department head/elected officials.

UNPAID BREAKS

2. In accordance with the Patient Protection and Affordable Care Act, H.R. 3590, Bandera County will provide nursing mothers with unpaid reasonable breaks to express breast milk for 1 year following the birth of their child.

3. If the employee has accrued vacation, personal, or comp time available, they may be allowed to use it at the department head/elected official's discretion.

LOCATION

4. Bandera County will provide a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case by case basis.

NOTIFICATION

5. Two weeks prior to returning to work, the nursing mother shall notify the Human Resource Office and department head/elected official in writing that they will require the use of the nursing mother break.

BANDERA COUNTY
POLICY ON ATTENDANCE AND TIMELINESS

ELIGIBILITY

1. This policy applies to all full time, part time, and temporary employees.

ATTENDANCE

2. Each employee shall report to work on each day he or she is scheduled to work unless prior approval for absence is given by the employee's supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.

TARDINESS

3. Each employee shall be at his or her place of work at the starting time set by his/her supervisor unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.

4. Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

NOTIFICATION

5. If an employee is unable to be at work at his/her normal reporting time, the employee shall be responsible for notifying his/her supervisor as soon as is reasonable practicable of the circumstances causing the tardiness or absence. It should be the employee that informs the supervisor, unless physically unable. It will be the decision of the supervisor on how to receive the notification either by phone, email, or text message.

EXCUSED AND UNEXCUSED

6. Each department head/elected official shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.

7. Unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

ABANDONMENT OF POSITION

8. An employee who does not report for work for three consecutive scheduled work days, and who fails to notify his or her department head/elected official, shall be considered to have resigned his/her position by abandonment unless the employee experienced and can document circumstances that are beyond their control.

BANDERA COUNTY
POLICY ON COUNTY PROPERTY, VEHICLES, AND EQUIPMENT

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

RESPONSIBILITY

2. Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any vehicle, tool, or other County equipment assigned to him/her. Department heads/elected officials are responsible for ensuring that assets are tracked and secured in a manner that is most likely to prevent theft, loss, damage, or misuse of assets.

3. Necessary repairs must be reported to the department head/elected official before any expenditure of funds.

4. County employees shall only use equipment, vehicles, tools, keys, cell phones and other County property that they are authorized to use.

5. All drivers of County-owned vehicles, and those using their personal vehicles on County business, shall comply with all applicable State and local laws. It will be the responsibility of the driver to pay any fines imposed for not complying with such laws.

6. In the event that County property is damaged or lost due to an employee's negligence, the employee will be required to pay the County's replacement cost within a reasonable time.

7. Smoking is prohibited in all County vehicles and equipment.

PERSONAL USE

8. Personal use of County vehicles, equipment, supplies, tools, cell phones, and any other County property shall not be permitted. Should the employee violate this policy, they will be required to reimburse the county if any costs were incurred. County vehicles and other property may not be used for personal gain, personal business, to drive to a place of secondary or part time employment not related to County business, or for any other non-County related use, with the exception of law enforcement personnel.

9. County owned law enforcement vehicles may be permitted to be used in conjunction with off duty employment while within the limits of Bandera County with the approval of the Sheriff.

PASSENGERS

10. Allowed passengers in County vehicles are:

a. Anyone in the care and custody of a law enforcement official for law enforcement purposes;
b. On duty County employees riding in the discharge of their official job;
c. A non-employee on County related business; and
d. Any person in need of transport due to a medical emergency; and
e. Any person over eighteen who has signed a waiver of liability and with department head approval.

11. In the event of an accident involving a County-owned vehicle being used by a County employee in violation of this policy, the County employee will be fully liable for all damages and/or injuries sustained to all parties in the accident.

LICENSES

12. A County employee who operates any County equipment or vehicle which requires a license shall be required to have a current active license for that vehicle or equipment any time he/she operates it.

13. Any employee who operates a vehicle or equipment which requires a license for legal operation shall notify his or her department head/elected official of any change in the status of that license.

14. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation shall be subject to possible job change or termination if that license is suspended or revoked.

15. An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change or termination.

ACCIDENTS

16. Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to his or her supervisor and to the proper law enforcement or other authority immediately.

17. Any employee involved in an accident while operating County equipment or vehicles will be subject to drug/alcohol testing as stated in Bandera County Personnel Policy Attachment II, Section X, Part D, Post Accident.

18. Each vehicular accident, no matter how minor, must be reported to the County Auditor within 24 hours in order to file a claim with the County's insurance carrier.

19. A copy of all accident and incident reports prepared by the employee shall be sent to the department head/elected official and the County Auditor.

MISSING PROPERTY

20. Lost or stolen property must be reported immediately to the employee's department head/elected official. Reports of loss or theft must be made by the department head/elected official in writing to the County Auditor.

BANDERA COUNTY
POLICY ON CONFLICT OF INTEREST

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

CONFLICT OF INTEREST

2. Employees shall not engage in any employment, relationship, or activity which could be viewed as a conflict of interest because of the potential or appearance of affecting the employee's job efficiency, or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a County employee.

3. Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

PROHIBITED ACTIVITIES

4. Activities which constitute a conflict of interest shall include but not be limited to:
    a. Soliciting, accepting, or agreeing to accept a financial benefit, gift, or favor, other than from the County, that might reasonably tend to influence the employee's performance of duties for the County or that the employee knows or should know is offered with the intent to influence the employee's performance;
    b. Accepting employment, compensation, gifts, or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
    c. Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of duties for the County;
    d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County;
    e. Soliciting, accepting, or agreeing to accept a financial benefit from another person in exchange for having performed duties as a County employee favor of that person.

QUESTIONS & CONCERNS

5. Any questions regarding a possible conflict of interest or outside work should be discussed with the employee's department head/elected official, in consultation with the County Attorney's Office, as necessary.

BANDERA COUNTY
POLICY ON POLITICAL ACTIVITY

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

POLITICAL ACTIVITY

2. Employees shall have the right to support candidates of their choice and to engage in political activity during their personal time.

3. County employees shall not:
    a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
    b. Directly or indirectly coerce, attempt to coerce, command, or advise another person to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political reason; or
    c. Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

BANDERA COUNTY
POLICY ON SAFETY, SEATBELTS, & FIREARMS

ELIGIBILITY

1. This policy applies to all county employees and department heads/elected officials.

SAFETY STANDARDS

2. Each County employee shall be required to adhere to the general safety standards established for all employees and to all additional safety standards for their job or the department in which he/she works.

SEATBELTS

3. All County employees operating motor vehicles shall wear seatbelts and ensure that their passengers wear their seatbelts. This policy includes all County owned vehicles and all employees operating personal vehicles while engaged in County business.

4. Seatbelts shall be worn by all employees and passengers riding in a vehicle while the vehicle is in motion, except during patient care.

5. All County owned vehicles will be equipped with seatbelts. This includes the vehicle cab or operator's compartment, passenger seating area, and jump seats.

6. Operators of tractors or other off-road vehicles equipped with "Roll-over Protection Structures" will use seatbelts.

7. Employees who have a medical condition which may preclude wearing a seatbelt may carry a physician's note indicating a waiver for medical reasons.

FIREARMS

8. Employees will not be permitted to possess, carry, or store firearms inside of County buildings, offices, or County vehicles except for those carried by law enforcement personnel, judges, and prosecutors.

VIOLATIONS

9. Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action, up to and including termination.

10. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

11. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to the department head.

BANDERA COUNTY
POLICY ON HARASSMENT/SEXUAL HARASSMENT

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

POLICY

2. Harassment/sexual harassment is strictly prohibited by Bandera County, whether committed by an elected official, department head, or co-worker. Bandera County does not tolerate harassment in the workplace of its employees by non-employees. It shall be the policy of Bandera County to provide a work place free from harassment/sexual harassment for all employees and to take active steps to eliminate any harassment/sexual harassment of which the County becomes aware.

3. Employees engaging in harassment/sexual harassment shall be subject to discipline, up to and including termination of employment.

DEFINITION

4. Sexual harassment shall include, but not be limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where:

a. Submission to such conduct is either an expressed or implied condition of employment;
b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or
c. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

5. Harassment is considered a form of discrimination based on any protected basis (race, color, sex, religion, national origin, age, disability, or retaliation.

CLAIMS

6. All claims of harassment/sexual harassment shall be taken seriously and investigated promptly, thoroughly and as is consistent with the investigation; confidentially.

7. While all claims of harassment/sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

8. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of harassment/sexual harassment or those employees who cooperate in the investigation of a complaint.

REPORTING

9. Employees who feel they have been sexually harassed should immediately report of the situation to the elected or appointed official who is responsible for the department in which they work.

10. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Judge, another member of the Commissioners Court, or to the County Attorney.

11. The official or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim. Employees may be required to sign a statement on the facts regarding their complaints and/or their witness statements.

12. Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

Employees shall use the following procedures so that the complaint maybe resolved quickly and fairly:

a. When practical, confront the harasser and ask them to stop the unwanted behavior, if uncomfortable confronting harasser, immediately report to your department head/elected official.
b. Record the time, place and specifics of each incident, including any witnesses.
c. Report continuing harassment to the Elected Official or Appointed Official who is responsible for your department or to the County Judge, another member of Commissioners Court, or the County Attorney.
d. If a thorough investigation reveals that unlawful harassment has occurred, Bandera County will take effective remedial action in accordance with the circumstances up to and including termination.

OTHER RIGHTS

13. Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to harassment/sexual harassment charges.

BANDERA COUNTY
POLICY ON BUSINESS TRAVEL EXPENSES

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials

REIMBURSABLE EXPENDITURES

2. For authorized trips, the actual reasonable expenditures will be reimbursed subject to the limits set forth in this policy document.

The following items are reimbursable within the limits explained in the supporting sections:

a. Use of personal automobile,
b. Cost of car rental,
c. Out of state travel,
d. Airplane travel,
e. Lodging,
f. Meals plus up to 15% gratuity,
g. Business related telephone calls,
h. Registration fees for meetings,
i. Standard parking fees, and
j. Tollway fees—no receipt required.

PERSONAL AUTOMOBILE

3. If a county vehicle is not available, personal vehicle travel shall be reimbursed at the Official State Rate listed on the Texas Comptroller of Public Accounts website: https://fmx.cpa.state.tx.us/fm/travel/milerate/index.php

4. If one employee is traveling, that employee will be reimbursed for the actual mileage traveled. For two or more employees traveling together in the same vehicle, only one employee will be reimbursed for actual mileage traveled. Mileage traveled to eateries, shopping malls, etc will not be reimbursed.

RENTAL CARS

5. Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available, and to emergency situations. Reimbursable costs include the daily fee of a mid-sized car, mileage fee, gasoline charges, parking expenditures, and tollway fees. In order to get reimbursement for the above items, original receipts and the original rental agreement or check-in receipt must be turned in with the Business Travel Voucher.

OUT OF STATE TRAVEL

6. Employees shall get approval from Commissioners Court prior to traveling out of state. Law enforcement is exempt from this policy when transporting prisoners.

TRAVEL BY AIR

7. When the most efficient travel is by air, reimbursement will be limited to coach fare except for the instances noted below:

a. In the event of medical necessity
b. In an extreme emergency

LODGING

8. Bandera County will pay for accommodations up to the single room rate unless two or more County employees enrolled in the conference are sharing a room.

9. Bandera County will pay for the prior night of lodging accordingly:

Miles	Conference Start Time
60 – 120	On or before 10:30 a.m.
121 – 240	On or before Noon
241 – 360	On or before 3:00 p.m.
361 – 480	On or before 6:00 p.m.

If employee travels more that 480 miles, the County will pay for the prior night regardless of the conference start time.

MEALS

10. Reimbursement of up to $35 per day shall be allowed for meals when overnight stay is required. Detailed receipts are required for reimbursement of meals. A credit card or hotel room service receipt showing cost only will not be accepted.

11. Employees traveling less than 120 miles round trip on county business but are not staying overnight shall be paid a flat rate of $15. Employees traveling more than 120 miles round trip but are not staying overnight shall be paid a flat rate of $35. This per diem rate will be taxable and applied on the employee's paycheck the next payroll following the conference. Receipts are not required for non-overnight trips.

12. The County will NOT reimburse for the following items:

a. Alcoholic beverages;
b. Meals included in the costs of registration fees;
c. Complementary or Continental breakfasts' supplied by the hotel;
d. Guests' meals;
e. Meals supplied by event sponsors.

TELEPHONE

13. The County will reimburse all "County business" telephone calls.

REGISTRATION FEES

14. Registration fees will be paid directly to the sponsoring organization. If registration fees are not prepaid, the County will reimburse travelers for registration fees and conference materials when receipts are submitted with the Business Travel Voucher. If a receipt cannot be obtained, documentation for the expenditure must be submitted.

NON-REIMBURSABLE EXPENDITURES

15. Reimbursement shall not be made for expenditures incurred for the sole benefit of the traveler such as valet service, entertainment, movie rentals, etc. Other expenditures not reimbursable include:

a. Traffic fines for parking or speeding violations
b. Lost or stolen cash or other personal property
c. Repairs to personal vehicles used for County travel
d. Cancellation fees for unreasonable failure to cancel hotel or transportation reservations
e. Spouse or family member expenditures
f. Commuting costs between home and the office
g. Laundry service

TRAVEL WITH COMPANION

16. The County will not reimburse personal, spouse, or companion travel and other related travel expenditures. The employee is responsible for allocating only his/her portion of expenditure on the Business Travel Voucher and for identifying them in the hotel and other receipts.

TRAVEL CASH ADVANCE

17. Travel cash advances for hotel fees, meals, known parking fees, rental car fees, etc. should be submitted to the Auditor's Office for approval for payment no less than two weeks before the trip. The checks will be processed on the Commissioners Court prior to the meeting.

BUSINESS TRAVEL VOUCHER

18. The Business Travel Voucher will be provided by the Auditor's Office. It will be the only form accepted for reimbursement.

19. To receive reimbursement for authorized travel, employees shall submit a Business Travel Voucher and attached documentation, including meeting agendas, in duplicate to the Auditor's Office. All Business Travel Vouchers should be submitted within one week from return of trip. Original documents such as receipted bills for all hotel charges, detailed meal receipts, the last page of airline ticket showing the itinerary and costs," and receipts for other expenditures whenever possible must be attached to the Business Travel Voucher for documentation. *Credit card charge slips will not serve as adequate documentation for meals, transportation, room or car rental expenditures*. In the event a receipt is lost, please provide a written explanation. If a Travel Cash Advance was acquired for a trip, this should be noted on the Business Travel Voucher.

20. The traveler is required to sign the Business Travel Voucher certifying that the amounts included on the report are actual and reasonable; the purpose of the trip must be indicated. The Business Travel Voucher must be approved by the department head or his/her designee. Elected Officials' and department heads' Business Travel Vouchers will be reviewed for propriety by the Auditor's Office.

21. The Auditor's Office is responsible for the review of all Business Travel Vouchers. During the review of these reports, the Auditor is authorized to return any questionable or incomplete reports to the employee in order to obtain additional approval or documentation to support expenditures.

22. Refunds of unused travel cash advances should be submitted to the Auditor's Office. A copy of the receipt should be submitted with the Business Travel Voucher prior to submission to the Auditor's Office. In the event that the employee cannot provide documentation for meals, the money unaccounted for shall be reimbursed within one week of returning from the conference.

BANDERA COUNTY
POLICY ON BUDGETED EXPENDITURES

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

EXPENDITURES

2. All expenditures made shall be in accordance with the budget as adopted by Commissioners Court.

3. Expenditures in excess of $100 require the department head/elected official's signature.

CHARGE ACCOUNTS

4. Applications for new accounts must be presented to the Auditor's Office for completion.

REIMBURSEMENT

5. Employees should make every effort to charge to Bandera County charge accounts; however, if an employee purchases supplies for County purposes, they may be reimbursed. They must turn in documentation proving the expenditure with documentation citing County use.

PAYMENT

6. Invoices must be submitted to the Auditor for payment within five working days from receipt of invoice.

BUDGET AMENDMENTS /LINE ITEM CHANGES

7. In the event of an emergency, the department head/elected official shall notify the Auditor's Office that they will exceed their budget in any general ledger line within their budget *prior* to incurring further expenditures.

8. The Auditor will present a budget amendment/line item transfer to Commissioners Court with supporting documentation from the department. If approved, the department will be notified of their increased or adjusted budget.

CREDIT CARDS

9. Credit Cards for major accounts including: Wal-Mart, Home Depot, Northern Tool, Tractor Supply, etc. may be checked out in the Auditor's Office.

REFRESHMENTS

10. Food and/or non-alcoholic beverages may be provided at meetings and training for County staff or training provided by County employees for County related business.

BANDERA COUNTY
POLICY ON COUNTY ASSETS

CAPITAL OUTLAY

1. Assets considered "Capital Outlay" include those that cost $1,000 or more. These assets will be recorded in each department's Capital Outlay general ledger account.

2. Capital Outlay will be included in the fixed asset inventory at cost and will be depreciated for financial statement purposes.

MISCELLANEOUS EQUIPMENT

3. Assets considered "Miscellaneous Equipment" include those that cost $300 - $999.99. These assets will be recorded in each department's Miscellaneous Equipment general ledger account.

4. Miscellaneous Equipment will be included in the fixed asset inventory at no cost and will not be subject to depreciation.

INVENTORY TAGS

5. Items other than heavy equipment, small office machinery, vehicles, lawn equipment, etc. shall be tagged. Upon receipt of the invoice, the Auditor will send an inventory tag to the appropriate person for placement.

TRANSFER

6. If inventory is transferred to surplus or another department, the Auditor's Office must be notified prior to the transfer.

BANDERA COUNTY
POLICY ON CELL PHONES

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials

NEW SERVICE

2. Department heads/elected officials should evaluate those employees that need to be issued a County cell phone. If the department's telephone budget allows for a new cell phone, the Auditor's Office should be notified in writing of this request by the department head/elected official.

REPAIRS, REPLACEMENT, & SERVICES

3. Whenever an employee has difficulties with their equipment, they should immediately notify the Auditor's Office. The Auditor's Office will contact the cell phone representative to advise them of the problems.

4. In the event that a cell phone is damaged or lost due to an employee's negligence, the employee will be required to pay the County's replacement cost within a reasonable time.

ACCOUNTABILITY

5. A copy of the cell phone bills will be sent to department heads each month. Department heads are responsible for reviewing and distributing to their employees.

6. Employees are responsible for the cell phones that have been issued to them. If calls, text messages, or data transfers have been made or received, it is the employee's responsibility to annotate all personal business and to reimburse the County at the overage rate contracted with the cell phone provider.

PERSONAL USE

7. Personal use of County issued cell phones is discouraged and should be minimized. Audits which reveal an inordinate amount of personal use shall be brought to the attention of the department head/elected official and/or Bandera County Commissioners Court who shall be authorized to reconsider the cell phone privileges to that employee and/or department head/elected official.

PERSONAL CELL PHONES

8. If pre-approved by their department head/elected official prior to use, an employee who is not assigned a County cell phone and uses their personal cell phone for business may seek reimbursement.

9. The County will reimburse the employee for business calls at the highest rate per minute that the County is charged on their cell phone contract.

10. Employees will be reimbursed by the County only if they go over their average monthly bill.

PAYROLL ALLOWANCE

11. With Commissioners Court approval, an employee may be eligible to receive a cell phone allowance in lieu of the County purchasing the service and device. If the employee allowance is approved, purchase of the cell phone will be the responsibility of the employee. The department head may discontinue the allowance if the employee fails to keep the service current. The allowance shall not exceed $35 per month. The employee is required to send proof of cell phone service to the Auditor's Office monthly. The allowance will be included on the employee's pay check and be subject to all payroll taxes and appropriate deductions.

BANDERA COUNTY
POLICY ON FITNESS FOR DUTY

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

EMPLOYEE/COUNTY RESPONSIBILITIES

2. The County shall have the right to evaluate an employee's fitness for duty when an employee is:

   a. Having observable difficulty performing work duties in a manner that is safe for the employee, for the employee's coworkers, for the County, or for the public, as determined by the department head/elected official; or
   b. Posing an imminent and serious safety threat to self or others.

3. Employees must come to work fit for duty and must perform their job responsibilities in a safe, secure, productive, and effective manner during the entire time they are working.

4. Employees are responsible for notifying the department head/elected official when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor's behavior is the focus of concern, an employee should inform the Human Resource Office.

PROCEDURES

5. The department head/elected official who receives information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, shall validate and document the information or observations as soon as is practicable and notify the Human Resource Office.

6. The department head/elected official will present the information or observations to the employee at the earliest time in order to validate them, and will allow the employee to explain his or her actions. The department head/elected official will then determine whether the employee should leave the workplace immediately for safety reasons.

7. Prior to returning to work, the employee must see a health service provider. The health service provider shall be furnished with the employee's job description.

8. In most cases, the employee will be responsible for the cost of the fitness for duty evaluation not covered by the employee's health care plan, if any.

BANDERA COUNTY
POLICY ON RETURN TO WORK

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

EMPLOYEE/COUNTY RESPONSIBILITIES

2. Employees who are absent from work for any reason are expected to return to work as soon as possible.

3. If an employee is not physically capable of returning to full duty, this policy provides opportunities to perform his or her regular job with modifications or, when available, to perform alternate temporary work that meets the employee's physical capabilities.

4. An employee who is injured at work, who is ill, has had non-elective or elective surgery, or has been released from an emergency room or urgent care facility must immediately report the situation to their supervisor and to the Human Resource Office.

5. A Bandera County Physical Capabilities Form must be completed to return to work if employee has been ill for longer than three consecutive days, has had non-elective or elective surgery, or has been released from an emergency room or urgent care facility.

6. Once an employee has received a Bandera County Physical Capabilities Form from a health service provider, a determination of whether the employee may return to their regular job or not will be determined by the employee, department head/elected official, and the Human Resource Office.

7. An employee will not be allowed to return to work without a Bandera County Physical Capabilities form. Accrued time, if available, will be used until the form is completed, returned, and approved by Supervisor and Human Resources.

LIGHT DUTY – REGULAR JOB

8. If the employee is able to go back to their regular job and perform the essential job functions on light duty, the department head/elected official and the employee will review progress regularly to assure that the medical restrictions are carefully followed and will resolve any difficulties swiftly.

9. The employee must immediately report any difficulties with performing assigned work.

10. The employee and the department head/elected official will work together to return the employee to his/her regular, full-duty assignment as soon as possible.

LIGHT DUTY – ALTERNATIVE JOB

11. Any employee who is not yet able to return to their regular job may be offered a temporary limited-duty assignment that complies with the restrictions set forth by the physician. The department head/elected official, the employee, the Human Resource Office, and the health service providers will work together to develop and implement the limited-duty assignment.

12. The limited-duty assignment can consist of the employee's regular job with reduced working hours and/or activities or an alternative limited-duty position. An alternative limited-duty position may be in the employee's regular department or in another department that has an appropriate assignment available.

13. The following restrictions apply to limited-duty assignments:

a. No guarantee of work. Bandera County will work to return employees to gainful employment as soon as possible by exploring possible limited-duty assignments; however, the County does not guarantee the availability of limited-duty work.
b. Ninety day limit. Limited-duty assignments are temporary arrangements intended to complement and facilitate the healing process while at the same time accomplishing necessary and meaningful tasks. Limited-duty assignments should be as brief as possible and cannot exceed 90 days.
c. Any employee who has exhausted his/her leave entitlement under the FMLA and who has reached the 90-day limit on a limited-duty assignment or for whom no limited-duty assignment is available is subject to termination.
d. Any employee who refuses to do their limited-duty assignment must indicate their desire in writing and may be subject to termination.

BANDERA COUNTY
POLICY ON FRAUD

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

INTRODUCTION

2. The fraud policy is being established to facilitate the development of controls and policies, which will aid in the detection and prevention of fraudulent use of county resources. By providing guidelines and assigning responsibility for the development of controls and conduct of investigations, it is the intent of the County to establish and maintain an environment where fraudulent behavior is not tolerated.

DEFINITIONS

3. Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied.

4. Waste is the loss or misuse of County resources that results from deficient practices, system controls, or decisions.

5. Abuse is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc.

6. Theft is defined as the act of taking something from someone unlawfully. An example of theft is taking home a printer belonging to the county and keeping it for personal use.

RESPONSIBILITY TO REPORT

7. Each employee is required to report any suspected fraud, theft, waste, or abuse or other dishonest conduct to their supervisor or the County Sheriff. If the supervisor is the person who is suspected of the abuse or is the suspect of condoning the abuse, they shall report the behavior to the Sheriff or County Attorney.

8. The identity of an employee or complainant who reports suspected fraud will be protected and not identified.

9. Suspected improprieties and/or misconduct concerning an employee's moral, ethical, or behavioral conduct that do not include fraud should be resolved by the County Auditor and Human Resource Director rather than the Sheriff.

FRAUD REPORT/HANDLING

10. Whether the initial report is made to the department head, Sheriff, or County Auditor, the reporting individual should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts;
- Allow the Sheriff's Office or County Auditor to conduct the investigation. Do not conduct your own investigation.
- Observe strict confidentiality.
- Retaliation will not be tolerated.
- Every effort will be made to protect the rights and reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
- The identity of the employee or other individual who reports a suspected act of fraud will be protected as provided by this policy.

INVESTIGATION

11. The Sheriff's Office may request the assistance of the Auditor's Office in any investigation. Properly designated members of the investigative team will have free and unrestricted access to all company records and premises.

12. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and County procedures.

13. The general procedures for follow up and investigation of reported incidents are as follows:

a. Employees and others should immediately report all factual details as indicated above under Policy.

b. The Sheriff has the responsibility for follow-up and, if appropriate, investigation of all reported incidents.

c. All records related to the reported incident will be retained wherever they reside.

d. It is important that a supervisor not communicate with the suspected individuals or organizations about the matter under investigation.

e. When and if appropriate, the Sheriff will notify the official or department head of the employee's organization concerning the investigation.

f. The Sheriff will also notify the Auditor's Office of all reported incidents so that it may be determined whether this matter should be brought to the attention of the External Auditors.

g. The Sheriff may also obtain the advice of the District Attorney or County Attorney at any time throughout the course of an investigation or other follow-up activity on any matter related to the report, investigation steps, proposed disciplinary action or any anticipated litigation.

h. Neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.

i. All inquiries from an attorney or any other contacts from outside of the company, including those from the employee under investigation, should be referred to the County Attorney.

14. Investigative or other follow up activity will be carried out without regard to the suspected individual's position, level or relationship with the county.

DISCLIPLINARY ACTION

15. Failure to comply with this policy subjects an employee to disciplinary action, including immediate termination.

16. At Commissioners Court discretion, the County shall pursue prosecution if the results of an investigation indicate the possibility of criminal activity.

BANDERA COUNTY
POLICY ON NOTARIES

ELIGIBILITY

1. This policy applies to all employees, department heads/elected officials.

BONDS & SUPPLIES

2. If budgeted for, Bandera County will furnish the funds for notary bonds and supplies out of the department budget that the employee works in.

FEES

3. Notary services will be free of charge to the public and County employees while the Notary is on County time.

BANDERA COUNTY
POLICY ON INTERNET USAGE

ELIGIBILITY

1. This policy applies to all employees, department heads/elected officials.

PERSONAL USE

2. Unless it is for County purposes, downloading or streaming of music files, video files, television or radio programs, browser enhancements such as plug-ins that must be downloaded to view a document, is prohibited.

3. Websites including but not limited to, YouTube, Facebook, Pandora, Spotify, television stations, and radio stations are prohibited to be used for personal use.

BANDERA COUNTY
POLICY ON PAY PERIODS AND TIME SHEETS

ELIGIBILITY

1. This policy applies to all full-time, part-time, and temporary employees.

PAY PERIOD

2. The pay period for Bandera County shall be a semi-monthly pay period with checks being issued on the fifteenth (15th) and the last day of each month or any other pay periods as may be established by Commissioners Court.

3. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend.

TIME SHEETS

4. Each employee, whether exempt or non-exempt, shall be required to fill out and sign the appropriate standard timesheet. This timesheet is to be submitted to his/her department head/elected official.

5. A schedule of the dates and times that time sheets are due will be published by the Human Resource Office at the beginning of each calendar year.

6. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.

7. If the employee has attended a conference or seminar during the pay period, an agenda indicating the times and dates of the courses must be attached to the corresponding time sheet.

8. Exempt employees will be required to complete a time sheet to record when they are absent for a complete day in which they will be using accrued leave such as vacation, sick, personal, or other. When an exempt employee exhausts all accrued leave and can no longer be compensated from their personal accrued leave bank the appropriate deductions will be made from the employee's salary.

PAY ADVANCES

9. Advances in pay shall not be made to any employee or any department head/elected official for any reason.

BANDERA COUNTY
POLICY ON COMPENSATION

ELIGIBILITY

1. This policy shall apply to all County employees except law enforcement employees.

2. Compensation for law enforcement employees shall be handled in accordance with the policies established in the Sheriff's Department with the approval of the Commissioners Court.

SALARIED EMPLOYEES

3. All County employees shall be paid on a monthly salary basis.

4. For full time regular employees, the monthly salary compensates the employee for all hours worked up to 40 in any workweek.

5. For part time regular employees, the monthly salary compensates the employee for all hours worked in a workweek up to the amount designated by the County for the position.

6. Salaried employees shall be paid for half their monthly salary on each payday.

TEMPORARY

7. Temporary employees shall be paid hourly at a wage established by the budget for that position.

BANDERA COUNTY
POLICY ON PAYROLL DEDUCTIONS

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

REQUIRED DEDUCTIONS

2. Deductions shall be made from each employee's paycheck for federal withholding, social security, Medicare, and any other deductions required by law.

RETIREMENT

3. Employees eligible for membership in the Texas County and District Retirement System shall have their contributions to that system deducted from each paycheck.

OPTIONAL DEDUCTIONS

4. Any optional deduction authorized by the Commissioners Court and approved by the employee shall also be made from the employee's paycheck.

5. No optional deduction shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Human Resource Office.

BANDERA COUNTY
POLICY ON WORK SCHEDULE AND WORKWEEK

WORK SCHEDULE

1. The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday.

EXCEPTIONS

2. In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

3. The need for schedules that vary from the normal schedule shall be determined by each department head/elected official.

WORKDAY

4. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

WORKWEEK

5. For purposes of record keeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Bandera County shall begin at 12:01 a.m. on each Sunday and end seven (7) consecutive work days later (168 hours).

6. The normal workweek for County employees consists of 40 hours.

BANDERA COUNTY
POLICY ON HOURS WORKED AND OVERTIME

ELIGIBILITY

1. This policy applies to all full time, part time, and temporary employees.

HOURS WORKED & REPORTING

2. Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA) and its regulations.

3. For non-exempt employees, when recording time worked, starting and stopping time may be rounded to the nearest quarter (1/4) of an hour with any time over 7 minutes being counted as a full quarter of an hour. Care must be exercised to ensure that the rounding practice averages out so employees are fully compensated for all of the time they actually work.

4. Non-exempt employees are required to report all hours worked. Failure to do so may result in disciplinary action up to and including termination of employment.

5. Exempt employees shall report their hours on an exception basis: reporting only full day absences on their timesheets. The only exception to this rule is when exempt employees record Family & Medical Leave and Sick Leave Pool partial day absences. Exempt employees will receive their full salary for any week in which they work without regard to the number of days or hours worked, subject to the following exceptions: Exempt employees are subject to and must adhere to work schedules established by the management of their department. Deductions from pay or accrued time off will be taken from exempt employees where:

a. Employees are absent from work for a day or more for personal reasons;
b. Employees are absent for a day or more for sickness or disability, including on the job accidents.

OVERTIME APPLICATION

6. Overtime, as defined by this policy, shall apply to all employees eligible for overtime compensation under the FLSA, except for law enforcement employees.

7. Overtime for law enforcement employees is defined in the policy addressing law enforcement overtime in the Sheriff's Department.

OVERTIME DEFINITION

8. Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek for non-exempt employees.

9. Paid leave shall not be counted in determining if overtime has been worked in any workweek.

10. Except in emergency situations, an employee shall be required to have authorization from his/her supervisor before working overtime.

11. Accrued time and any other approved benefit time cannot be used to accumulate extra hours paid, whether straight time or overtime.

BANDERA COUNTY
POLICY ON OVERTIME COMPENSATION

ELIGIBILITY

1. This policy shall apply to all County employees eligible for overtime compensation under the Fair Labor Standards Act (FLSA) except for law enforcement employees.

2. Overtime for law enforcement employees shall be handled in accordance with the policy for overtime compensation established by the Sheriff's Department.

OVERTIME COMPENSATION

3. Overtime compensation may be paid in the form of compensatory time off in accordance with the provisions of the FLSA.

4. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked.

MAXIMUM COMPENSATORY TIME

5. The maximum amount of unused compensatory time an employee shall be allowed to have at any one time in 240 hours except for law enforcement, which may accrue 480 hours.

6. When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1 ½) the employee's regular rate of pay until compensatory time has been used to bring the balance below the maximum.

USE OF COMPENSATORY TIME

7. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works.

8. The County shall retain the right to control the accumulation of compensatory time by requiring an employee to use earned compensatory time at the discretion of the County. Employees who have an excess of forty (40) compensatory hours and request time off, other than sick leave, shall be required to take personal time, compensatory time, and then may use other accrued time off after their compensatory time is at a minimum of forty (40) hours.

TERMINATION

9. If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, he/she shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.

BUY BACK OF COMPENSATORY TIME

10. The County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate.

CASH PAYMENT FOR OVERTIME

11. The County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee's regular rate of pay.

12. Unbudgeted cash payment of overtime is prohibited, except when Commissioners Court or an elected county or district officer declares an emergency.

13. Emergency overtime must be reported to the County Auditor within 5 business days after the overtime is worked. The County Auditor will report the overtime to Commissioners Court during the next scheduled Commissioners Court.

14. If a department is understaffed, they need to verify with the County Auditor that they have the funds to pay for the overtime prior to overtime being worked. The funds must be available within the department's existing personnel and benefit budget.

RECORD KEEPING

15. Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.

16. The Human Resource Office shall be responsible for keeping records of all compensatory time earned and used by each eligible County employee and shall update the balance due to each employee at the end of each pay period.

OTHER ISSUES

17. Any issues on overtime compensation not addressed in this policy shall at least meet the minimum requirements of the Fair Labor Standards Act and the regulations issued by the Department of Labor to administer that Act.

BANDERA COUNTY
POLICY ON GRIEVANCES

ELIGIBILITY

1. This policy applies to all full time, part time, and temporary employees.

PROCEDURE

2. Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor

3. If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with the final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official.

4. The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.

BANDERA COUNTY
POLICY ON DISCIPLINE

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

DISCIPLINE

2. Each department head/elected official, shall have the authority to administer discipline to employees in his/her department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the department head/elected official feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

TYPES OF DISCIPLINE

3. Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination. Examples of the disciplinary actions that may be taken include, but not limited to:

a. Verbal counseling;
b. Written reprimand;
c. Suspension with pay;
d. Suspension without pay;
e. Deduction of pay for exempt employees may be made for disciplinary suspensions;
f. Demotion; and/or
g. Termination.

4. If a Part-Time employee is put on suspension with pay, the Human Resource office will calculate their average weekly hours from the last four payrolls and pay those hours until the employee is released from suspension. Any hours worked over 40 within the four payrolls will not be added into the average.

AT WILL EMPLOYMENT

5. All County employees are "at will" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/her job.

6. The County retains the right to terminate the employment of any individual at any time for any reason, or no reason, with or without notice. The County also retains the right to change any condition, benefit, privilege, or policy of employment at any time, with or without notice.

BANDERA COUNTY
POLICY ON DRUGS AND ALCOHOL

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

ADOPTION

2. The Bandera County Commissioners Court on February 2, 1996 adopted a "Corporate Policy For Elimination Of Substance Abuse In The Workplace." This Policy is attached as Appendix II.

APPLICABLILITY

3. All employees regardless of rank or position, including temporary and part-time employees, performing "safety sensitive" jobs, as defined in individual job descriptions, and/or D.O.T. regulated jobs will be subject to the pre-employment testing requirements of the Policy.

4. All other employees, although not subject to pre-employment testing, will be required to follow the policy regarding substance abuse in the workplace.

5. The only exception to this policy shall be the possession of controlled substances by law enforcement personnel as part of their law enforcement.

RESERVATION OF RIGHTS

6. Although adherence to this policy is considered a condition of continued employment, nothing in this policy shall alter an employee's status and shall not be deemed a contract or promise of employment.

BANDERA COUNTY
POLICY ON SEPARATIONS

ELIGIBILITY

1. This policy applies to all employees and department heads/elected officials.

DEFINITON

2. A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends.

TYPES OF SEPARATION

3. All separations from Bandera County shall be designated as one of the following types:
   a. Resignation
   b. Retirement
   c. Dismissal
   d. Reduction in force (layoff)
   e. Death
   f. Other

RESIGNATION

4. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Bandera County and the separation does not fall into one of the other categories.

5. Employees who are resigning should submit a written notice of resignation to his/her supervisor.

RETIREMENT

6. A retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so.

7. An employee who is retiring should notify his/her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

DISMISSAL

8. A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation.

9. Bandera County is an "at will" employer and a supervisor may dismiss an employee at any time for any reason or no reason, with or without notice.

REDUCTION IN FORCE

10. An employee shall be separated from employment because of a reduction in force when his/her position is abolished, when there is a lack of funds to support the position, or there is a lack of work to justify the position.

DEATH

11. A separation by death shall occur when an individual dies while currently employed by the County.

12. If an employee dies while still employed by the County, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.

OTHER

13. Any separation that does not fall into one of the categories outlined previously in this policy shall be designated as an "other" separation.

14. When a separation is designated as "other", the supervisor shall provide details and documentation of the nature of the separation for the personnel records.

NOTIFICATION

15. As soon as a supervisor becomes aware of separation from employment, or the intent to separate employment, by an employee, the supervisor shall be responsible for immediately notifying the Human Resource Office.

EQUIPMENT

16. Prior to release of the employee's final paycheck, the Human Resource Office must have documentation from the department head/elected official that all County owned equipment has been returned and is in the form that it was when the employee received it.

17. The employee's final paycheck shall be reduced by the County's cost of the equipment should it not be replaced prior to check issuance.

ATTACHMENT I

BANDERA COUNTY

SICK LEAVE POOL POLICY

(ADOPTED NOVEMBER 17, 1997)

BANDERA COUNTY
SICK LEAVE POOL POLICY

PURPOSE

1. The purpose of this policy is to provide a Sick Leave Pool Policy which will enable County employees to voluntarily transfer sick leave time earned by the employee to a county sick leave pool and to permit employees to draw time in the event of a catastrophic injury or illness.

DEFINITIONS

2. Eligible employees will be any employee earning sick leave time that has completed one year of employment. Elected officials will not be considered eligible employees.

3. Catastrophic injury or illness is one that prevents an employee from performing the functions of his/her job for an extended period of time.

4. Examples of illness/injuries generally considered severe enough to be catastrophic include but are not limited to:

a. Stroke with residual paralysis or weakness;
b. Incapacitating heart attack;
c. Major surgery (for example-hysterectomy, mastectomy, heart bypass, prostate surgery);
d. Hepatitis;
e. Broken hip;
f. Joint replacement;
g. Amputation; and/or
h. Organ transplants

5. Examples of illnesses/injuries that generally would not be considered severe enough to be catastrophic include but would not be limited to:

a. Broken limb;
b. Cold/allergy;
c. Certain types of surgery with minor or no complications, including elective surgery; and/or
d. Pregnancy with minor or no complications.

PROCEDURES

6. The Human Resource Director is designated the administrator of the Sick Leave Pool Policy responsible for the administration of the Pool in accordance with this policy. In addition to the Human Resource Director, two elected officials shall serve on the Sick Leave Pool Committee. The members of the committee shall be named by Commissioners Court by October 31st. The Human Resource Director, as administrator, will approve, in writing, contributions to the Pool. A monthly report shall be made to

Commissioners Court for any activity in the Pool by the administrator.

7. An eligible employee may contribute a maximum of 40 hours of earned, accrued sick leave (in increments of 8 hours) to the Pool each fiscal year. Contributions are strictly voluntary. Sick leave time will be deducted from the employee's sick leave as if he/she had used it and credited to the Sick Leave Pool Fund. An employee who is terminated or who resigns or retires may donate not more than 10 days (80 hours) of accrued sick leave time.

8. To apply for use of time from the Sick Leave Pool, an eligible employee must complete a Request for Pool Leave form and submit it to the administrator along with a copy of Certificate of Illness/Injury. The Certificate of Illness/Injury must be completed by both employee and a licensed physician.

9. The Committee will review each request on an individual basis to determine whether the condition is appropriate to be considered catastrophic and eligible to receive a grant of sick leave from the Pool. Each committee member must sign the Request for Pool Leave form authorizing the use of Pool time.

10. An employee who is unable to work due to illness/injury and who has exhausted all paid leave may be eligible for leave under this policy.

11. An employee need not have contributed to the Sick Leave Pool to be eligible to receive time from the Pool.

12. An employee who contributes to the Pool and then exhausts his/her regular sick leave within the same fiscal year may retrieve the amount of time he/she contributed that fiscal year (if available) even if employee does not have a catastrophic illness/injury.

13. Eligible employees may be granted up to a maximum of one-third (1/3) of the total time in the Pool or 180 days, whichever is the lesser. Available Pool leave is to be granted on a first-come, first-serve basis. The administrator shall determine the exact amount that an eligible employee may use.

14. Employees on Pool Leave will not accrue vacation, sick leave, and personal leave during the period of time on Pool Leave. Holidays that occur during Pool Leave are not counted as Pool Leave time.

15. The Committee may require the requesting employee to provide additional information or documentation to determine whether to approve a request for Pool Leave. The Administrator will respond to each request as promptly as possible. Normally approval, denial, or additional requirements will take place within three (3) business days.

16. The estate of a deceased employee is not entitled to payments for unused sick leave acquired by the employee from the County Sick Leave Pool.

17. For purposes of this policy, a day shall be defined as an eight-hour day.

RETURN TO WORK

18. Employees who are out on leave and are using the Sick Leave Pool shall be required to provide a Bandera County Physical Capabilities Form from the attending physician before being allowed to return to work to their department head/elected official and to the Human Resource office.

19. The department head/elected official, Human Resource Office, and employee will review information received from the doctor and jointly determine if appropriate work is available if the employee is not given a full release.

ATTACHMENT II

BANDERA COUNTY

CORPORATE POLICY
FOR THE
ELIMINATION OF SUBSTANCE ABUSE IN THE WORKPLACE

PROGRAM ADMINISTRATOR:
COMPLIANCE MARKETING, INC.

SUBSTANCE ABUSE IN THE WORKPLACE
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BANDERA COUNTY

CORPORATE POLICY
FOR
ELIMINATION OF SUBSTANCE ABUSE IN THE WORKPLACE

A complete policy with appendices may be found in the Human Resource Office or CMI may be contacted directly.

SECTION I. PURPOSE

1. This statement of policy of BANDERA COUNTY presents the policy and procedures regarding WORKPLACE SUBSTANCE ABUSE PREVENTION, specifically:

a. Use, possession, and sale of illegal drugs;

b. The misuse of legal drugs; and

c. Use or abuse of alcohol in the workplace.

2. In order to assure a safe, efficient, and drug free working environment, as we cannot afford the loss that substance abuse in the workplace will cost via on the job accidents, absenteeism, low-productivity, or poor quality of work, and to be in compliance with various local, state, and federal regulations, BANDERA COUNTY (hereinafter known as the Employer), is committed to having a Zero Tolerance Substance Abuse Program and maintaining a drug-free workplace.

3. The rules, regulations, and procedures within this policy have been established to promote a drug and alcohol free work environment for all Employer employees and the general public. The Employer recognizes that a successful approach to the problems attendant to substance abuse requires education, counseling, assistance, deterrents, and discipline. Confidentiality, consistent with legal, safety, and security considerations, is also fundamental to this policy.

SECTION II. SCOPE

1. This policy applies, as a minimum standard, to all regular and part-time employees of the employer, all leased employees, all subcontractors, lower-tier contractors and their agents, vendors, supplies and their employees.

2. The Employer will abide by any and all of the applicable Department of Transportation (DOT) testing requirements under which it is regulated. The Employer may implement policies in addition to the DOT mandates; however these policies will not be in lieu of such DOT requirements.

3. In addition to being subject to the testing requirements of the Employer's Substance Abuse Testing Policy, all employees performing, or applicants applying for, positions requiring the performance of DOT regulated functions, are subject to all applicable DOT testing requirements. (See attached DOT Policy Addendums for additional testing requirements).

4. This substance abuse policy is not to be construed as being contractual in nature. Nothing herein shall be deemed to preclude termination on other grounds at the will of the Employer. This policy supersedes all previous policies.

SECTION III. EFFECTIVE DATES

1. Implementation of the anti-drug policy was effective on 2/13/1996.
2. Implementation of the alcohol misuse prevention policy was effective on 2/13/1996.
3. Implementation of CMI as the program provider was effective on 2/13/1996.

SECTION IV. SUBSTANCE ABUSE PLAN PERSONNEL & RESPONSIBILITY

A. Drug Program Manager (DPM), or Designated Employer Representative (DER)

1. The DPM/DER will be responsible for implementation and administration of the Employer's substance abuse program including liaison with any contractor, vendor, or counseling group selected to assist in program administration.

2. The DPM/DER will secure an approved specimen collection site to provide services in those situations where specimens are to be collected off premises.

3. The DPM/DER will arrange for the implementation of supervisory training in the detection of symptoms of possible drug/alcohol abuse.

4. Appendix A contains the name, address, and phone number of the responsible individual(s).

B. Supervisors

Employer managers and supervisors will assure that employees selected for drug/alcohol testing report to the appropriate collection site within the specified time period. Managers and supervisors will be responsible for applying their training in detection of possible symptoms of drug / alcohol use or impairment, as required for reasonable cause testing. A trained supervisor will determine when and whether to test an employee for reasonable cause. The reason(s) for the decision must be documented and forwarded to the DPM/DER. The immediate or onsite supervisor will accompany the employee to the collection site for all reasonable cause testing and will verify the employee's identity when an employee does not have photograph identification for presentation at the collection site.

C. Employees

Employees are responsible for complying with prohibitions related to illegal substances. Employees must provide an unadulterated specimen at a designated collection site, at an assigned time, when requested to do so under this program. Employees must also provide any requested information on a Custody and Control Form and sign the form. Failure to do so or failure to otherwise cooperate with collection personnel will result in disciplinary action, which may include discharge. Refusal to provide the specimen will be considered equivalent to failing a drug/alcohol test. Employees are also responsible for reporting medical information (e.g., other medications recently taken), but only if such information is requested by the MRO (if applicable) or DPM/DER after he/she receives the test result.

D. Applicants for Employment

To be considered eligible for employment, every applicant for covered positions must provide an unadulterated specimen during the pre-employment / application process. No applicant will be considered eligible for employment until the results of the drug/alcohol test are known, and the results are negative. An applicant who refuses to submit to a drug/alcohol test will not be offered employment.

E. Contractors

All Employer contractors performing any safety-sensitive functions are subject to the same drug/alcohol testing requirements as the Employer. For this reason, the Employer may require contractors performing these functions to develop drug/alcohol testing programs in compliance with the Employer policy. Contractors will provide copies of their plans and reports of their drug/alcohol testing Program to the DPM/DER or a designated auditor. To assure compliance, the contracts will specify that the contractor/subcontractor will allow access to property and records by Employer representatives.

SECTION V. POLICY

1. The possession, use, sale, attempted sale, manufacture, purchase, or transfer of illegal paraphernalia, controlled substances, mind altering chemicals, or alcoholic beverages are forbidden on any worksite, in any vehicle, on any vessel, in any parking lot, or other facility utilized strictly for business purposes by the Employer or its employees.

2. At the employer's discretion, the consumption of alcohol beverages may be permissible on employer's property for employer sponsored social events, only if such notice is provided to employees in writing and signed by Company Official.

3. Employees and others as defined, will not work, operate any Employer equipment or vehicle, or enter into or onto any property, premise, or facility if they are under the influence of or are in possession of any illegal or controlled substance, unprescribed drugs, or alcohol.

4. Violation of this rule will be considered substance abuse and will be grounds for disciplinary action up to and including termination of employment, as will refusal to submit to a substance abuse screening and refusal to cooperate in reasonable searches as described. Note: Adulterated or substituted specimens will be considered refusals to submit to testing.

SECTION VI. PROTOCOL

1. All employees will be required to sign a form acknowledging receipt of the Employer Substance Abuse Policy (see Appendix K).

2. All employees will have the opportunity, after review of the policy, to ask questions or clarify any points of the policy.

3. All employees will be required to sign a statement that they have reviewed the policy and have had the opportunity to discuss with management any questions or clarifications concerning the policy and that they agree to accept and abide by the policy.

4. All applicants and employees will be required to sign a testing acknowledgment form (see Appendix K). Employees refusing to sign the acknowledgment form will be asked to present their objections to management. After review of this objection by management, a meeting will be held between the employee and management as to the status of the employee. Status may include termination.

SECTION VII. ILLEGAL SUBSTANCES DEFINES

A. Illegal Substances

Illegal substances, illicit or controlled substances, mind altering chemicals include, but may not be limited to:

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines
5. Cocaine
6. Ecstasy (MDMA)
7. Inhalants
8. LSD
9. Marijuana
10. Methamphetamine
11. Methadone
12. Methaqualone
13. Opiates
14. Oxazepam
15. PCP
16. Propoxyphene
17. Prescriptions written for other than the employee
18. Expired prescriptions
19. Other designer or look alike substance
20. Any drug which can impair full functioning ability

B. Contraband Items

Contraband items include, but are not limited to:

1. Drug related paraphernalia
2. Drug delivery systems

SECTION VIII. PRESCRIPTION DRUGS

While the use of properly dispensed prescription drugs is not a violation of Employer policy, employees who are taking prescribed medication that can cause **drowsiness**, that may impair their ability to operate machinery, or that have other **noticeable side effects**, must report the drug use to their supervisor and/or management in writing prior to engaging in work. This will allow the Employer to evaluate the need for rearranging work assignments if there is a potential hazard presented by the use of such medication**.** Failure to report such drug use to the ADPM, or appropriate Employer supervisor will be grounds for disciplinary action if an employee is found to be under the influence of a drug and/or is involved in an accident.

SECTION IX. SEARCHES

The Employer reserves the right to make general or random searches of Employer or employee personal property on or in Employer-owned or controlled equipment and facilities for prohibited drugs, drug paraphernalia, or alcohol. If the Employer has reasonable cause to suspect that an employee or group of employees may be in possession of prohibited drugs, drug paraphernalia, or alcohol in violation of this policy, the Employer may request such person(s) submit to a personal search and or drug/alcohol test. In addition, employee personal property on Employer property is subject to inspection at any time. If prohibited drugs, drug paraphernalia, or alcohol, are found, the involved employee(s) will be subject to immediate termination. Refusal to submit to a search shall also be grounds for immediate termination.

SECTION X. REASONS FOR DRUG & ALCOHOL TESTING

A. Pre-Employment

1. All applicants will be screened before placement. Employment will be denied to an applicant whose test reveals the presence of a prohibited substance or derivative thereof.

2. Current employees transferring from a non-safety sensitive position into a safety sensitive position may be required to pass a pre-employment drug/alcohol test prior to being authorized to perform the safety-sensitive functions.

B. Random

1. Employees, all subcontractors, lower-tier contractors and their agents, vendors, suppliers, and employees are subject to impromptu, unannounced, or random screening for drug or alcohol abuse.

2. Random test selections will be conducted using a computerized random number generator.

3. Random testing will be spread reasonably throughout the year.

C. Reasonable Cause

1. Any employee may be tested based on a reasonable belief that the employee may be under the influence of a prohibited substance. The reasonable belief is based on, but may not be limited to, the following conditions:

2. Excessive absenteeism

3. Excessive tardiness
4. Physical evidence (i.e. stumbling, slurred speech, dilated pupils)
5. Significant behavioral changes
6. Noted differences or decline in quality of work
7. A credible eyewitness report of possession or use of drugs and/or alcohol on the job

D. Post-Accident

1. All employees who are involved in an accident (1) in which at least one person requires a medical treatment or (2) which is deemed significant in the judgment of the Employer, are subject to a post-accident drug/alcohol test. In a case where an employee is injured as a result of another employee's negligence, both employees will be requested to submit to a drug/alcohol screen. If an employee's performance contributed, or cannot be discounted as contributing, to an accident, the employee will be required to submit to a post accident drug/alcohol test.

2. An employee who is subject to post-accident drug/alcohol testing shall remain readily available for such testing or may be deemed by the Employer to have refused to submit to testing. An employee subject to post-accident drug/alcohol testing shall refrain from consuming any alcohol until after the alcohol test has been conducted and/or notified that no alcohol test will be conducted. Nothing in this paragraph shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of the accident to obtain necessary emergency medical care.

3. Alcohol Testing

Each employee subject to a post-accident alcohol test shall be required to submit to the alcohol test within 2 hours of the accident. If an alcohol test is not administered within 2 hours following the accident, the Employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test is not administered within 8 hours following the accident, the Employer shall cease all attempts to conduct an alcohol test and shall prepare and maintain on file written documentation indicating why the alcohol test was not conducted.

4. Drug Testing

An employee subject to a post-accident drug test shall be required to submit to the drug test as soon as practicable following the accident. If the drug test is not conducted within 32 hours following the accident, the Employer shall cease attempts to administer the test and will prepare and maintain on file a record stating the reason why the test was not promptly administered.

E. Return-to-Duty/Follow-Up

An employee whose drug/alcohol screen is determined to be positive will be subject to disciplinary action up to and including termination. An employee may be given an opportunity to retain his or her employment on the condition that the employee first passes a return to duty drug/alcohol screen. An employee who returns to duty shall be subject to a reasonable program of follow-up drug/alcohol testing, without prior

notice, for up to 60 months after his or her return to duty. The employee will be responsible for payment of any required evaluation, treatment, return-to-duty test, and follow-up testing.

F. Pre-Access Testing

Testing required by certain clients of the employer prior to employees gaining access to their properties.

G. Periodic Testing

Testing required by either the employer or certain clients of the employer. Periodic testing may be conducted on a specific group of employees, or on all employees, as determined by the Employer or by a client of the Employer.

H. Annual Testing

Employees who have not been drug and/or alcohol tested within a 12-month period may be required to submit to an Annual drug and/or alcohol test.

SECTION XI. APPROVED LABORATORY

Drug screening will be conducted at certified laboratories only. The name and address of the laboratory utilized by the Employer may be found on Appendix A. Certified laboratories, other than the laboratory listed on Appendix A, may be utilized when conducting screening on specimens other than urine (e.g., hair, saliva, etc.).

SECTION XII. TEST PROCEDURE

A. Drug Testing

1. Drug testing may be conducted using various sample types (e.g. urine, hair, saliva, blood, etc.).
2. Initial testing shall use an immunoassay that meets the requirements of the Food and Drug Administration for commercial distribution.
3. Confirmation will be done by a second more specific test known as gas chromatography/mass spectrometry (GC/MS).
4. Drug test results will be given only as positive or negative.

B. Alcohol Testing

1. Initial alcohol testing may be conducted by saliva strip or breathalyzer. (Blood specimens may be taken for initial alcohol screening if a breath or saliva specimen cannot be taken.)
2. Evidential breath alcohol testing will be conducted in accordance with, and modeled after the Department of Transportation guidelines.
3. Non-evidential alcohol screening will be conducted in accordance with the manufacturer's guidelines.

SECTION XIII. LEVELS OF DETECTION

The criteria for positive will be at or above the following levels. Any or all of the following may be included:

Initial Testing

Substances Tested	Test Cut-Off Levels
Amphetamines	1000 nanograms/milliliter
Barbiturates	300 nanograms/milliliter
Benzodiazepines	300 nanograms/milliliter
Cocaine metabolites	300 nanograms/milliliter
Cannabinoid metabolites	50 nanograms/milliliter
Ecstasy MDMA	300 nanograms/Milliliter
Opiates	300 nanograms/milliliter
Phencyclidine (PCP)	25 nanograms/milliliter
Methadone	300 nanograms/milliliter
Methaqualone	300 nanograms/milliliter
Propoxyphene	300 nanograms/milliliter
Alcohol (ethanol)	Detection

Confirmation Testing:

Substances Tested	Test Cut-Off Levels
Amphetamines	500 nanograms/milliliter
Barbiturates	300 nanograms/milliliter
Benzodiazepines	300 nanograms/milliliter
Cocaine metabolites	150 nanograms/milliliter
Cannabinoid metabolites	15 nanograms/milliliter
Ecstasy MDMA	300 nanograms/milliliter
Opiates	300 nanograms/milliliter
Phencyclidine (PCP)	25 nanograms/milliliter
Methadone	300 nanograms/milliliter
Methaqualone	300 nanograms/milliliter
Propoxyphene	300 nanograms/milliliter
Alcohol (ethanol)	.04 gm/deciliter

SECTION XIV. SPECIMEN COLLECTION/TESTING

1. All samples will be collected following strict chain-of-custody procedures. For lab-based screening, specimens will be collected, sealed and monitored by trained collection personnel. After the specimens have been prepared for shipment, they will be transported to an approved laboratory for actual testing.
2. If the employer has elected to utilize quick test methodology for its initial screening, the specific collection procedures that will be followed can be found on Appendix D.
3. Please note that all confirmatory testing will be conducted at a SAMHSA approved laboratory.

SECTION XV. SPECIMEN RETENTION

Urine specimen samples that are confirmed positive will be retained by the Laboratory in long term frozen storage which is properly secured for at least 365 days. Hair samples that are confirmed positive will be retained by the laboratory in secure storage for at least 5 years. Saliva samples that are confirmed positive will be retained by the laboratory in secure storage for at least 365 days.

SECTION XVI. REPORTING OF RESULTS

A. Negative

The laboratory will report all negative test results to the Employer's designated Substance Program Administrator after completion of the testing process. The Substance Abuse Program Administrator will then transmit the test results, in a confidential manner, to the Drug Program Manager or other Designated Employer Representative authorized to receive test results.

B. Positive

1. The laboratory will report all positive test results to the Employer's designated Substance Abuse Program Administrator after completion of the testing process. The Program Administrator will then transmit the test results, in a confidential manner, to the MRO (if applicable), or Drug Program Manager, or other Designated Employer Representative, authorized to receive test results.
2. An applicant whose test result was positive shall be informed that employment will not be offered because he/she did not pass the drug/alcohol test. The applicant shall not receive a copy of the test results. However, upon request, the Employer may advise the applicant of the substance(s) detected. Upon written request by the applicant, a written test result report will be provided.
3. An employee whose test result was positive shall be informed in a meeting that his/her drug/alcohol test was positive and of the substances detected. The employee may elect to have a representative present at this meeting. If available at the time, a copy of the written report from the Substance Abuse Program Administrator shall be given to the employee. If it is not then available, it shall be given to the employee as soon as practicable after receipt by the Employer. Either during, or as soon as practicable following the meeting with the employee, the Employer shall make a determination of what action will be taken and advise the affected employee of its decision. Disciplinary action may be taken up to and including termination.

SECTION XVII. MEDICAL REVIEW OFFICER (MRO)

A. General

The Employer will utilize an MRO to review and verify confirmed positive, adulterated, and substituted drug test results.

1. The MRO shall be a licensed physician with knowledge of substance abuse disorders. The MRO shall review positive drug test results and interview individuals tested positive to verify the laboratory report.

2. The MRO has contracted with CMI to provide the Employer with the services of MRO for this substance abuse policy. The name, address, and phone number of the MRO is contained in Appendix A.

B. Reporting and Review of Results

The MRO shall review confirmed positive results as requested by the Employer. An essential part of the drug testing program is the final review of confirmed positive results from the laboratory. A positive test result does not automatically identify an employee/applicant as having used drugs in violation of this policy. An individual with a detailed knowledge of possible alternate medical explanations is essential to the review of results. The MRO review shall include review of the chain-of-custody to ensure that it is complete and sufficient on its face.

C. Qualifications and Responsibilities

1. The MRO shall be a licensed physician with knowledge of substance abuse disorders and may be an employee of the Employer or a private physician retained for this purpose. The MRO shall not be an employee of the laboratory conducting the drug test unless the laboratory establishes a clear separation of functions to prevent any appearance of a conflict of interest including assuring that the MRO has no responsibility for, and is not supervised by or the supervisor of, any persons who have responsibility for the drug testing or quality control operations of the laboratory.

2. The role of the MRO is to review and interpret confirmed positive test results obtained through the Employer testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action could include conducting a medical interview with the individual and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with this policy.

3. The MRO may require the original specimen be reanalyzed to determine the accuracy of the test result. The MRO may verify that the laboratory report and assessment are correct.

D. Positive Test Results

1. Prior to making a final decision to verify a positive test result, the MRO shall give the individual an opportunity to discuss the test result with him/her.

2. The MRO shall contact the individual directly, on a confidential basis, to determine whether the employee wishes to discuss the test result. A staff person under the MRO's supervision may make the initial contact, and a medically licensed or certified staff person may gather information from the employee. Except as provided in paragraph 5 of this section, the MRO shall talk directly with the employee before verifying a test as positive.

3. If, after making all reasonable efforts and documenting them, the MRO is unable to reach the individual directly, the MRO shall contact a designated management official who shall direct the individual to contact the MRO as soon as possible. If it becomes necessary to reach the individual through the designated management official, such official shall employ procedures that ensure, to the maximum extent practicable, that the requirement of the employee to contact the MRO is held in confidence.

4. If, after making all reasonable efforts, the designated management official is unable to contact the employee, the Employer may choose to terminate the employee, suspend the employee, or place the employee on temporary medically unqualified status or medical leave.

5. The MRO may verify a test as positive without having communicated directly with the employee about the test in three circumstances:

   a. The employee expressly declines the opportunity to discuss the test;

   b. Neither the MRO nor the designated employer representative, after making all reasonable efforts, has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory;

   c. The designated employer representative has successfully made and documented a contact with the employee and instructed the employee to contact the MRO (see paragraphs 3 and 4 above), and more than 72 hours have passed since the date the employee was successfully contacted by the designated employer representative.

6. If a test is verified positive under the circumstances specified in paragraph 5 of this section, the employee may present to the MRO information documenting that serious illness, injury, or other circumstances unavoidably prevented the employee from being contacted by the MRO or designated employer representative or from contacting the MRO within the times provided. The MRO, on the basis of such information, may reopen the verification, allowing the employee to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO declares the test to be negative.

7. Following verification of a positive test result, the MRO shall refer the individual tested to a personnel or administrative officer for further proceedings in accordance with the Employer's policies.

E. Verification for Opiates; Review for Prescription Medication

1. Before the MRO verifies a confirmed positive result for opiates, the MRO shall determine that there is clinical evidence—in addition to the urine test—of unauthorized use of any opium, opiate, or opium derivative (e.g., morphine/codeine).

2. This requirement does not apply if the Employer's GC/MS confirmation testing for opiates confirms the presence of 6-monoacetylmorphine.

F. Reconfirmation Analysis Authorization

1. Should any question arise as to the accuracy or validity of a positive test result, only the MRO is authorized to order a reconfirmation of the original.

2. If the MRO determines there is no legitimate medical reason for a confirmed positive test result, the MRO shall authorize a reconfirmation of the original sample (or split specimen, if applicable) if requested in writing by the employee within 72 hours of the employee having received actual notice of the positive test. Request for confirmation analysis may be made by the employee either in writing or verbally. **Verbal requests must be provided to the Employer's Substance Abuse Program Administrator (See Appendix A for toll-free telephone number)**. Payment for reconfirmation analysis will be the responsibility of the employee. If the reconfirmation results in a negative test, the employee shall be reimbursed for the cost of the reconfirmation testing.

3. If the retest is negative, the MRO shall cancel the test.

G. Results Consistent With Legal Drug Use

If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO shall report the test result to Employer as negative. However, the MRO may inform the Employer that the employee had a valid prescription for the substance found if the MRO believes the information to be important for safety reasons.

H. Results Scientifically Insufficient

1. The MRO, based on review of inspection reports, quality control data, multiple samples, and other pertinent results, may determine that the result is scientifically insufficient for further action and declare the test specimen negative. In this situation the MRO may request reanalysis of the original sample before making this decision. The MRO may request that reanalysis be performed by the same laboratory or, as provided in paragraph F above, that an aliquot of the original specimen be sent for reanalysis to an alternate laboratory which has the same or a higher level of certification than the original laboratory.

2. The laboratory shall assist in this review process as requested by the MRO by making available the individual responsible for day-to-day management of the urine drug testing laboratory or other employee who is a forensic toxicologist or who has equivalent forensic experience in urine drug testing, to provide specific consultation as required by the Employer.

I. Disclosure of Information

1. Except as provided in this paragraph, the MRO shall not disclose to any third party medical information provided by the individual to the MRO as a part of the testing verification process. However, the MRO may disclose such information to the Employer if, in the MRO's reasonable medical judgment, the information indicates that continued performance by the employee of his or her function could pose a significant safety risk.

2. Before obtaining medical information from the employee as part of the verification process, the MRO shall inform the employee that information may be disclosed to third parties as provided in this paragraph and the identity of any parties to whom information may be disclosed.

SECTION XVIII. RETEST PROCEDURES

1. If the MRO (if applicable) determines there is no legitimate medical reason for a confirmed positive test result other than the unauthorized use of an illegal substance or substances, the original specimen (or split specimen if applicable) may be retested if the employee makes a request for retesting within seventy-two (72) hours of the receipt of the final test result. The retest will be at the employee's expense. The employee will be placed on leave without pay until confirmation is received**.** If the retest is negative, the cost of testing and any applicable back pay will be reimbursed to the employee by the Employer. The retest may be at the same laboratory or any other laboratory, which has the same or a higher level of certification than the original laboratory.
2. Verbal requests for retesting may be made by the employee by contacting the Employer's Substance Abuse Program Provider at the toll-free number listed on Appendix A. If a request for resting is made after normal business hours, the employee must leave a specific request for re-analysis on the Substance Abuse Program Provider's confidential answering machine. The employee should provide the following information:
    a. Name;
    b. SSN or other identification number used on the chain-of-custody;
    c. Specimen ID number; and
    d. A call back number in case the Substance Abuse Program Administrator needs to contact the employee for additional information.

SECTION XIX. USE OF EMPLOYEE WHO FAILS OR REFUSES TO SUBMIT TO A DRUG/ALCOHOL TEST

A. General

Compliance with this substance abuse testing plan is a condition of employment. Refusal to take a required drug or alcohol test, or failure of a drug or alcohol test shall result in disciplinary action up to and including termination from employment.

B. Options for Return-to-Duty

If the Employer chooses to provide an employee with an opportunity to return to duty, it may require the employee to comply with any or all of the provisions outlined in paragraph (C) below:

B. Referral, Evaluation and Treatment

1. Employees who engage in prohibited conduct may be referred to a Substance Abuse Professional (SAP) for evaluation; such employees will also be advised of available resources to evaluate and resolve problems associated with drug or alcohol abuse. (See Appendix A for SAP information; See Appendix H for additional resources). The determination for such a referral will be made on a case by case basis. Any employees referred to a SAP, will be responsible for payment for the SAP evaluation and any costs incurred as a result of any required treatment or rehabilitation. In addition, the employee will be responsible for payment for the Return to Duty testing fees and any Follow-up testing fees which may be incurred.

2. A Substance Abuse Professional (SAP) is a licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium / Alcohol & other Drug Abuse). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

3. No employee who has violated the rules of this plan and been referred to a SAP for evaluation, may be considered eligible to return to duty until and unless the employee has:

a. Been evaluated by a SAP to determine whether the employee is in need of assistance in resolving problems related to substance abuse.

b. Completed any treatment recommended by the SAP.

c. Been evaluated by a SAP to ensure that the employee has properly followed the treatment program.

d. Undergone a return-to-duty drug /alcohol test resulting in a negative. (The Employer must first receive the SAP's written notice authorizing the employee to take a Return to Duty drug/alcohol test.)

e. At the Employer's discretion, the employee may be required to have entered into an Employer approved evaluation/rehabilitation program and successfully completed the program.

4. The Employer will ensure that a SAP who determines that a covered employee requires assistance in resolving problems with substance abuse does not refer the employee to the SAP's private practice or to a person or organization from which the SAP receives remuneration or in which the SAP has a financial interest. This does not prohibit a SAP from referring an employee for assistance provided through:

a. A public agency, such as a state, county, or municipality;

b. The Employer or a person under contract to provide treatment for substance abuse problems on behalf of the Employer;

c. The sole source of therapeutically appropriate treatment under the employee's health insurance program; or

d. The sole source of therapeutically appropriate treatment reasonably accessible to the employee.

SECTION XX. DISCIPLINE

A. Disciplinary Actions

The following disciplinary actions may be taken under each of the described circumstances (See Appendix L).

1. Refusal to report for assessment with a substance abuse professional.

If an employee refuses to report for assessment, evaluation, and/or referral for treatment with a substance abuse professional he /she will be subject to disciplinary action up to and including termination.

2. Refusal to enter or successfully complete a rehabilitation abatement program.

If an employee, after assessment, is referred for rehabilitation and the employee refuses to enter or successfully complete such a rehabilitation assessment program, he/she will be subject to disciplinary action up to and including termination.

3. Positive Test Result.

Any employee who receives a positive drug/alcohol test result will be subject to disciplinary action up to and including termination.

4. Repeat usage.

In all cases of an employee having failed a drug/alcohol test, and who has tested a second time, and failed a subsequent test, will be subject to disciplinary action up to and including termination.

5. Refusal to submit to a drug/alcohol test. Note: Substituted and/or Adulterated specimens will constitute a refusal.

An employee who refuses to take a required drug/alcohol test, refuses to provide a specimen at the collection site, refuses to cooperate during the collection process, refuses to complete any relevant documentation, such as a Urine Custody and Control Form or any other paperwork, fails to properly cooperate with collection site personnel, engages in any conduct which creates reason to believe a urine specimen has been altered or substituted, fails to report to the collection site without a legitimate reason and fails to provide an adequate specimen without medical basis, will be subject to disciplinary action, up to and including termination from employment.

6. On duty use of drugs or alcohol.

On duty use or possession of prohibited drugs or alcohol on Employer time or on Employer premises may result in disciplinary action up to and including termination from the Employer.

B. Client Policies

The Employer will comply with all of its clients' policies regarding violations of the substance abuse policy (i.e. if a client's policy is to not allow on its property an employee who has previously tested positive, the employee will not be authorized access to the client's property).

SECTION XXI. RE-EMPLOYMENT ELIGIBILITY

If an employee is terminated as a result of substance abuse screening, the Employer may consider that employee eligible for consideration for rehire with the following stipulations:

1. Face to Face evaluation by a Substance Abuse Professional.

2. Compliance with any treatment recommendations of the SAP.

3. The successful completion of substance abuse rehabilitation at a recognized treatment facility. The treating physician must provide the Employer with his/her evaluation of the individual's response to the treatment and his/her recommendations regarding any further treatment requirements.

4. During the re-employment period at the Employer there must be no evidence indicating that the work performance is affected by alcohol/drug use or abuse on or off the job.

5. Employee will be responsible for payment of any return-to-duty or follow-up testing requirements.

Completion of, or agreement to, the above stipulations will not guarantee re-employment; however, this simply means that the employee may be regarded as eligible for consideration for rehire (see Appendix L).

SECTION XXII. EMPLOYEE PRIVACY/CONFIDENTIALITY

1. Contractual arrangements between the Employer, the Substance Abuse Program Administrator, and the Laboratories require all employee test records to be maintained in confidence. However, the Employer, its Substance Abuse Program Administrator and/or the laboratories will disclose information related to a positive drug/alcohol test of an individual to the individual, the Employer, or the decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug/alcohol test.

2. Any employee who is the subject of a drug/alcohol test conducted under this Program shall, upon written request, have access to any records relating to his/her drug/alcohol test and any records relating to the results of any relevant certification, review or revocation-of-certification proceedings.

3. To maintain confidentiality, written requests regarding the individual’s drug/alcohol tests will be stored in a secured location. The employee’s drug/alcohol testing records will not be made a part of the employee’s personnel file.

4. Individual expectations of privacy and confidentiality will be carefully considered in maintaining a record retention program. With the exception of the testing laboratory, the MRO (if applicable), the DPM/DER, and the Substance Abuse Program Administrator, the results of individual drug/alcohol tests will not be released to anyone without the express written authorization of the tested individual, except upon request of state agency officials or as part of an accident investigation.

5. Unless an employee gives consent, the employee’s counseling/rehabilitation or drug/alcohol test records will not be released to a subsequent employer.

SECTION XXIII. RECORD KEEPING

A. Security

All records will be maintained in a separate, locked, limited access file, in the offices of the Employer and/or Substance Abuse Program Administrator, as per federal and state regulations.

B. Types of Records

Specific types of records to be maintained include, but are not limited to, the following:

1. Chain-of-custody forms
2. Laboratory test results
3. Alcohol testing forms
4. Signed Acknowledgement of receipt forms
5. Laboratory Certification documentation
6. MRO reports (if applicable)
7. SAP documentation (if applicable)

C. Substance Abuse Program Administrator

The Substance Abuse Program Administrator is:
CMI
6704 Guada Coma
Schertz, Texas 78154

SECTION XXIV. EMPLOYEE ASSISTANCE

1. An Employee Assistance Program (EAP) including educational training and literature is available to help employees solve drug and alcohol problems by providing educational information concerning the effects and consequences of drug use on personal health, safety and work environment.
2. A community service Hot-Line telephone number and employee assistance is available.
3. The Employer has trained its management and supervisors in:
    a. Identifying evidence of on the job use of prohibited substances
    b. Identifying and documenting job performance and on the job behavior that may reflect the impact of personal problems
    c. Procedures for referral for testing of employees suspected of violating this policy
    d. Random testing procedures
    e. Drug/alcohol testing procedures and technology
    f. Procedures for conducting workplace inspections
    g. Employee Assistance for substance abuse problems

4. It is the Employer's desire that employees voluntarily seek assistance under a program designed for drug or alcohol rehabilitation when such action is determined to be in the best interest of the employee. To assist in this, a listing of assistance groups will be maintained, including a twenty-four (24) hour hot-line for crisis assistance.
5. The Employer requires those persons it employs to perform their respective functions in a proper workmanlike manner, unimpaired by the side effects of drug or alcohol abuse. While no system or program will eliminate such usage entirely, it is believed that the program outlined here will greatly reduce the risks associated with drug and alcohol abuse.

SECTION XXV. SUBSTANCE ABUSE PLAN: RELATIONSHIP TO EMPLOYEES

1. It is the intent of this Program to provide employees with the Employer's viewpoint on substance abuse disorders, to encourage an enlightened perspective toward these disorders, and to provide employees with guidelines outlining their responsibilities with respect to this program. Constructive disciplinary measures, when appropriate, may also be utilized to provide motivation for employees to seek assistance. However, it is the responsibility of each employee to seek help before substance abuse problems lead to disciplinary action.
2. The employee's decision to seek prior assistance from the Program will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. However, using the Program will not be a defense to the imposition of disciplinary action where the facts proving a violation of this Policy are obtained outside of the Employee Assistance Program. An employee must also seek assistance prior to being notified that he/she must submit to a drug and/or alcohol test.
3. Accordingly, the purposes and practices of the Substance Abuse Plan and the Employee Assistance Program are not in conflict and are distinctly separate in this application.
4. The key is to seek confidential help when you need it.
5. All employees who have participated in the Employer's Employee Assistance Program will still be expected to maintain satisfactory job performance and fully comply with this Substance Abuse Policy.
6. Confidentiality in accordance with the Employer's policies will be guaranteed in all aspects of the counseling and/or medical treatment conducted under the auspices of the Employee Assistance Program. When it becomes necessary for an employee to undergo appropriate treatment or rehabilitation, absences will be handled in accordance with the Employer's standard policies regarding disability, sick leave or leave of absence.
7. The Employer realizes that those employees, applicants, and others with substance abuse problems may make up only a fraction of the work force and regrets any inconvenience that may be caused to the non-abusers by the problems of a few; however, the Employer must comply with federal and state laws, and the benefits derived from the prevention of accidents, the greater safety of employees, our customers, and the counseling/rehabilitation or discharge of those whose drug/alcohol problems are a potential danger to others, will more than make up for any inconvenience.

ATTACHMENT III

Bandera County
Pay Plan
For
Regular Employees

This Pay Plan or any portion of it may be revised or abolished at any time by the Commissioners Court.

This Pay Plan approved by Commissioners Court on July 1, 1998, with an effective date of October 1, 1998.

Revised by Commissioners Court on September 22, 2005, with an effective date of September 22, 2005.

Revised by Commissioners Court on September 25, 2008, with an effective date of October 1, 2008.

Revised by Commissioners Court on November 24, 2008, with an effective date of December 1, 2008.

Revised by Commissioners Court on June 26, 2014, with an effective date of October 1, 2014.

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1: Pay

Regular employees of Bandera County will be paid in accordance with the rates listed in Table 1-3 for their grade and step. There is a 5% difference between grades and a 2.5% difference between steps in any particular grade in these tables.

New regular employees may start at the pay rate of step one in the grade assigned to their job description. At the discretion of Elected Officials or Department Heads, new employees may start up to 3 grades (15%) below their assigned job description. At the end of a 90 day maximum satisfactory work period, the employee shall be moved to their assigned grade on their job description.

New employees with special qualifications that exceed the minimum qualifications for obtaining or holding a position with Bandera County (e.g. a Deputy Sheriff with an Intermediate Peace Officer Certificate, etc) may receive Special Qualifications Pay (See Section 8).

The grade assigned to all new and revised job descriptions must be approved by the Commissioners Court.

The Federal minimum wage may be used for non-regular employees if the Commissioners Court so directs. The Federal minimum wage is not addressed in this Pay Plan.

2: Within-Grade Increases

Within-grade increases will be limited to one step commencing on employment anniversary dates linked to a schedule that follows. Eligibility for these increases may be affected by job performance standards set forth in the Bandera County Personnel Manual.

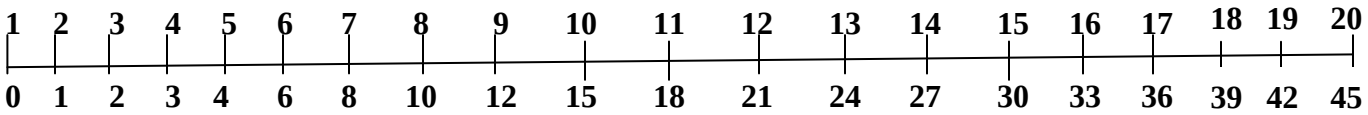
Within-grade increases compensate for the increased learning and productivity that occurs when an employee remains in a job over a period of time. These learning and productivity increases follow a curve that is steeper in the early years and flattens over time. The waiting periods for within grade increases, starting at one year between steps, then increasing to two years then three years, are calculated to track that curve. The curve is flat at Step 20 and there are no further within grade increases beyond that point.

Waiting periods for within-grade increases for all grades are as follows:

One year to be advanced to Steps 2, 3, 4, and 5;
Two years to be advanced to Steps 6, 7, 8, and 9;
Three years to be advanced to Steps10, 11, 12, 13, 14, 15, 16, 17, 18, 19, & 20

Illustration

Step



Employment Anniversary

This illustration is intended to show the anniversaries on which employees would normally be eligible for consideration for a within-grade (Step) increase. The relationship between within-grade increases and employment anniversaries will be altered for those employees who receive merit pay increases. However, they still must serve the required time between steps for subsequent within-grade increases.

If budget considerations dictate, the Bandera County Commissioners Court may vote to withhold all within-grade increases for one or more entire budget years. Employees will not accumulate time towards advancement to the next pay step during periods when within-grade increases are withheld. Accumulation of time towards advancement to the next pay step will resume on the first day of the budget year in which within-grade increases resume. Time lost during periods when within-grade increases are withheld is not recoverable.

3: Cost of Living Adjustments (COLA)

Each year during budget deliberations the Bandera County Commissioners Court will consider granting COLA to regular employees. When a COLA is granted the pay rates in Table 1-3 will be adjusted by the Consumer Price Index percentage increase for the previous year, or a lesser percentage as determined by the Court.

Under normal circumstances the COLA will become effective on the first day of the Bandera County budget year following approval. However, if budget considerations dictate, the Bandera County Commissioners Court may vote to delay the starting date of a COLA for one or more months, or withhold it for one or more entire budget years. Delay or withholding will not affect the starting date for a COLA in succeeding years. Pay lost due to delay or withholding of a COLA is not recoverable.

Consumer Price Index refers to the National Consumer Price Index for Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics, U.S. Department of Labor.

4: Longevity Pay

This is based on the number of years of unbroken service to the county. Any longevity pay is approved by Commissioners Court. Longevity pay is in addition to normal step in grade, COLA, merit raises, and other compensation. Longevity pay will apply to all full-time and part-time employees, including elected officials.

Longevity pay shall be paid 24 times a year as follows:

- $2.50 per pay period for every year beginning on the employee's first year anniversary.

Eligibility:

- Longevity is eligible to be paid on the employee's fifth year employment anniversary.

Exceptions:

- If an employee leaves employment with Bandera County and returns at a later date, their previous years of service will not count towards their longevity pay.

5: Merit Pay Increases

Merit pay increases in the form of advanced one-step within-grade increases may be granted in conjunction with an employment anniversary date when all of the following conditions are met:

a. The supervisor must provide specific written justification for the increase.

b. The Bandera County Commissioners Court considers the merit pay increase request.

Consistent performance of work that clearly exceeds the scope of an employee's job description does not qualify an employee for a merit pay increase. It may indicate that the job description requires revision.

Merit pay increases will become effective on the first employment anniversary date following approval. Merit pay increases received in conjunction with a regularly scheduled within-grade step increase to Step-19 or below will result in a simultaneous 2-step within-grade increase. Subsequent within-grade increases will be in accordance with waiting periods established in Section 2.

Merit pay increase requests will not be submitted during any period in which COLA or within-grade increase are delayed or withheld.

6: Promotion

A promotion is a change to a higher grade and should not be confused with periodic within-grade increases or merit pay increases. Special Qualifications Pay or COLA. Promotion opportunities arise when:

a. New positions are established.

b. An employee vacates a position.

c. The level of difficulty, responsibility, and qualifications for an existing position are upgraded and the job description is revised and assigned a higher pay grade.

Current employees may apply for promotion when opportunities are announced, in accordance with procedures in the Bandera County Personnel manual.

Employees receiving a promotion will be placed in the same pay step in their new grade that they were serving in at the time of promotion; the move on the pay table will be vertical.

Promotions will become effective on the first day of the first full pay period following approval.

Promotions will not disrupt the schedule for within-grade increases, they will continue in accordance with the waiting periods established in Section 2, as if the promotion had not occurred. The waiting period will not start over in the new grade.

Promotions that do not affect current budgets do not require Commissioners Court approval.

Promotions may be granted during periods in which COLA or within-grade increases are delayed or withheld.

6A: Pay Upon Transfer To Another Position

The Grade and Step of a Bandera County employee transferring to another position for any reason, the Grade of which is the same as or lower than the Grade of their pre-transfer position will be determined as follows:

a. Employee possesses all qualifications and meets all requirements for the new position as set forth in the job description, has been performing similar duties for Bandera County in the position from which they are transferring (examples: administrative or clerical or law enforcement duties, etc.), and will require no more than familiarization with procedures in the new position: Grade will be the Grade of the new position and Step will be the Step that the employee was serving in before the transfer. With-in grade increases will continue in accordance with the waiting periods established in Section 2, as if the transfer had not occurred. Work experience with employers other than Bandera County will not be considered.

b. Employee possesses all qualifications and meets all requirements for the new position as set forth in the job description but has been performing duties for Bandera County in the position from which they are transferring that are entirely different than the duties of the new position (examples: road and bridge equipment operator transferring to a clerical position or a law enforcement officer transferring to a road and bridge truck driver position, etc.): Grade will be the Grade of the new position; Step will be Step 1. In terms of the learning and productivity concept upon which this pay plan is based, an employee transferring under these circumstances is a new employee for pay purposes. Advancement to Step 2 will occur on the first employment anniversary after the effective date of the transfer and thereafter within-grade increases will occur in accordance with the waiting periods established in Section 2.

This Section addresses pay upon transfer only. Longevity as it relates to retirement and vacation accrual and all other purposes will continue as if a transfer had not occurred.

Promotions or transfers to a higher grade and require that the transferring employee possess all of the qualifications and meets all requirements for the new position. Promotions are excluded from this Section; they are addressed in Section 5.

7: Pay Tables

With the exception of the budget year in which this pay plan becomes effective, each time the Commissioners Court grants a cost of living allowance (COLA) Table 1-3 will be revised to reflect the new rates. The Table 1-3 will be then placed in the pay plan.

8: Special Qualifications Pay (SQP)

Employees with special qualifications may receive SQP in addition to their regular pay. Special Qualifications are defined as qualifications that exceed the minimum qualifications required to enter or hold a position (job) with Bandera County (qualifications in the job description are the minimum); they must be directly related to the County position held by the employee; and they must be evidenced by a Degree, License, or Certificate granted by a recognized institution of higher learning or other recognized body attesting that an individual has met certain specified experience, training and/or educational requirements. Minimum qualifications required to enter or hold a position or Certificates and/or continuing education credits from seminars, training courses, and conferences, and similar experiences, whether attendance is required or voluntary, do not qualify an employee for SQP. SQP is payable in all grades and pay steps, including step 15, in addition to regular pay. It is payable at time of employment if the employee holds the Special Qualifications at that time, or at such other time as they may attain them. Employees who do not meet minimum qualifications at time of employment or placement in a position, and who are given a time period in which to attain them, do not qualify for SQP upon attaining them.

SQP is payable semi-monthly, in a basic amount determined by Commissioners Court and set forth in Table 1-1. The basic SQP amount may be adjusted periodically at the discretion of the Commissioners Court. The basic SQP amount is payable in multiples of 1, 2, 3, etc. depending on the level of Special Qualifications held by an employee. Level of Special Qualifications refers to the way the institution or body attesting to them places them in order of succession; Associates' Degree, Bachelors' Degree, Masters' Degree, etc. For purposes of SQP, level always starts (multiple of 1) with the first level above minimum qualifications, with the exception of Intermediate Peace Officer, Advanced Peace Officer, and Master Peace Officer. See Table 1-2 for Special Qualifications Pay eligible Degrees, Licenses, and Certificates.

Examples:

-An employee in the Tax Assessor's Office with a Registered Tax Assessors' Certificate or a Road & Bridge employee with an Associates' Degree in Civil Engineering; multiply Basic SQP Amount by 1.

-An employee in the Tax Assessors' Office with a Certified Tax Assessors' Certificate or an employee in the Treasurer's Office with a Bachelors' Degree in Accounting; multiply Basic SQP Amount by 2.

-An employee with a Masters' Degree in a job related discipline; multiply Basic SQP Amount by 3.

SQP may be granted during periods in which COLA or within-grade increases are delayed or withheld.

9: Implementation Plan

A. The Commissioners Court will select the effective date for this Pay Plan; it will be implemented on the effective date. On the effective date all regular employees will be placed in the grade assigned to their job description, and to a step within that grade in accordance with the criteria in Section 2. Employees who hold a Certificate, License, or Degree that satisfies the requirements of Section 8 will also receive Special Qualifications Pay.

B. Employees whose pre-implementation pay rate is less than the pay rate for their assigned grade and step will receive a pay increase to bring them to the correct pay rate, or to a rate equal to their pre-implementation rate plus the COLA granted to SAFE PAY provision employees, whichever is greater. See Section 9 for those employees whose pre-implementation pay rate exceeds the pay rate for their assigned grade and step. Within Grade increases will then track with the criteria in Section 2, except for exclusions set forth in Section 9.

C. Employees placed in Step 9 or below will receive credit from the date of the anniversary used to determine their entry step into the Pay Plan when calculating the anniversary on which they will be eligible for consideration for their next within-grade increase.

10: Safe Pay Provision

This pay plan provides for pay for new employees, within-grade increases, cost of living adjustments, merit pay increases, pay upon transfer to another position, and pay upon promotion. Nothing in this plan, however, provides for paying employees at a rate higher than Step-9 for their grade with one exception. Employees whose pay exceeds Step 9 for their grade when this plan is implemented will be placed in Step 9 and will continue to receive their pre-implementation pay rate.

Employees placed in Step-9 or below when this plan is implemented whose pay exceeds the rate for their grade and step will continue to receive their pre-implementation pay rate. They will progress through the pay steps in accordance with the criteria in Section 2. However, progressing through the pay steps will not lead to a within-grade increase unless the employee progresses to a step for which the pay rate is higher than the rate they are receiving. At that point pay will be increased to the step rate and the employee will continue to track with the criteria in Section 2.

This Section does not address or limit payment of Special Qualifications Pay. It is payable in addition to regular pay that is paid under the provisions of this Pay Plan.

Table 1-1: Special Qualifications Pay Basic Amount

The Bandera County Commissioners Court has set the Special Qualifications Pay Basic Amount at $50.00 per month. See Section 8 for payment criteria and procedures.

Table 1-2: Special Qualifications Pay Eligible Degrees, Licenses and Certificates

Employees that hold one or more of the following Degrees, Licenses, and/or Certificates, if it is directly related to employment with Bandera County, may be entitled to Special Qualifications Pay. The Bandera County Commissioners Court must approve Special Qualifications Pay for those regular employees with college degrees prior to any Special Qualifications Pay being paid. See Section 8 for procedures. The Bandera County Commissioners Court may add or delete Degrees, Licenses or Certificates from this Table at any time.

DEGREE, LICENSE, & CERTIFICATE PAY AMOUNT MULTIPLIER

All Departments
Associates' Degree, x 1
Bachelors' Degree, x 2
Masters' Degree, x 3

Law Enforcement
Intermediate Peace Officers' Certificate, $1,000/Certificate
Advanced Peace Officers' Certificate, $2,000/Certificate
Master Peace Officers' Certificate, $3,000/Certificate
Investigator, x 1
Intoxilyzer Operator, x .5
Field Training Officer, x .5
Instructor, x .5
Fingerprint Expert, x 1
Property/Evidence Tech, x 1.5
Site Safety Officer, x 1
Clan Lab, x .5
Crime Prevention, x .5
Spanish Fluency, x .5
DARE Officer, x 1
Crime Scene Technician, x 1
Mental Health Officer, x .5
Animal Control Officer, x 1

Jail
Intermediate Jailers' Certificate, x 1
Advanced Jailers' Certificate, x 2
Jail Training Officer, x 1
Spanish Fluency, x .5

Dispatch
Telecommunications Operator Module Intermediate Certificate, x 1
Telecommunications Operator Module Advanced Certificate, x 2
Telecommunications Operator Module Masters Certificate, x 3
Emergency Medical Dispatcher, x 1.5
Emergency Medical Dispatch Manager, x 2
Communications Training Officer, x 1
Spanish Fluency, x .5

Tax Office
Professional County Collector (PCC) Certificate, x 1
County Tax Office Professional (CTOP) Certificate, x 2

Road & Bridge, Mansfield Park, & Custodial
Pesticide Applicator License, x .5

Ambulance
Crew Chief, x 2

Auditor
Professional in Human Resources, x 1

Justice of the Peace
Justice of the Peace Clerk Certification, x2
Justice of the Peace Master Clerk Certification, x3

TABLE 1-3: PAYSCALE CHARTS

		Entry	Year 1	Year 2	Year 3	Year 4	Year 6	Year 8	Year 10	Year 12	Year 15	Year 18	Year 21	Year 24	Year 27	Year 30	Year 33	Year 36	Year 39	Year 42	Year 45
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
1	A	15,636.44	16,027.35	16,428.04	16,838.74	17,259.71	17,691.20	18,133.48	18,586.82	19,051.49	19,527.77	20,015.97	20,516.37	21,029.28	21,555.01	22,093.88	22,646.23	23,212.39	23,792.69	24,387.51	24,997.20
1	M	1,303.05	1,335.63	1,369.02	1,403.24	1,438.32	1,474.28	1,511.14	1,548.92	1,587.64	1,627.33	1,668.02	1,709.72	1,752.46	1,796.27	1,841.18	1,887.21	1,934.39	1,982.75	2,032.32	2,083.12
1	SM	651.52	667.81	684.50	701.62	719.16	737.14	755.56	774.45	793.81	813.66	834.00	854.85	876.22	898.13	920.58	943.60	967.19	991.37	1,016.15	1,041.55
1	H	7.53	7.72	7.92	8.11	8.32	8.53	8.74	8.96	9.18	9.41	9.65	9.89	10.13	10.39	10.65	10.91	11.19	11.47	11.75	12.05
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
2	A	16,418.26	16,828.72	17,249.44	17,680.67	18,122.69	18,575.76	19,040.15	19,516.16	20,004.06	20,504.16	21,016.77	21,542.18	22,080.74	22,632.76	23,198.58	23,778.54	24,373.00	24,982.33	25,606.89	26,247.06
2	M	1,368.20	1,402.41	1,437.47	1,473.41	1,510.24	1,548.00	1,586.70	1,626.36	1,667.02	1,708.70	1,751.42	1,795.20	1,840.08	1,886.08	1,933.24	1,981.57	2,031.11	2,081.88	2,133.93	2,187.28
2	SM	684.10	701.20	718.73	736.70	755.11	773.99	793.34	813.18	833.51	854.34	875.70	897.59	920.03	943.03	966.61	990.78	1,015.55	1,040.93	1,066.96	1,093.63
2	H	7.91	8.11	8.31	8.52	8.73	8.95	9.18	9.40	9.64	9.88	10.13	10.38	10.64	10.91	11.18	11.46	11.75	12.04	12.34	12.65
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
3	A	17,239.18	17,670.16	18,111.91	18,564.71	19,028.83	19,504.55	19,992.16	20,491.96	21,004.26	21,529.37	22,067.60	22,619.29	23,184.78	23,764.40	24,358.51	24,967.47	25,591.65	26,231.45	26,887.23	27,559.41
3	M	1,436.61	1,472.53	1,509.34	1,547.08	1,585.75	1,625.40	1,666.03	1,707.68	1,750.37	1,794.13	1,838.99	1,884.96	1,932.09	1,980.39	2,029.90	2,080.65	2,132.66	2,185.98	2,240.63	2,296.64
3	SM	718.30	736.26	754.67	773.53	792.87	812.69	833.01	853.83	875.18	897.06	919.49	942.47	966.04	990.19	1,014.94	1,040.31	1,066.32	1,092.98	1,120.30	1,148.31
3	H	8.31	8.51	8.73	8.95	9.17	9.40	9.63	9.87	10.12	10.37	10.63	10.90	11.17	11.45	11.74	12.03	12.33	12.64	12.96	13.28
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
4	A	18,101.14	18,553.66	19,017.51	19,492.94	19,980.27	20,479.77	20,991.77	21,516.56	22,054.48	22,605.84	23,170.98	23,750.26	24,344.01	24,952.62	25,576.43	26,215.84	26,871.24	27,543.02	28,231.59	28,937.38
4	M	1,508.44	1,546.16	1,584.81	1,624.43	1,665.04	1,706.67	1,749.33	1,793.07	1,837.89	1,883.84	1,930.94	1,979.21	2,028.69	2,079.41	2,131.39	2,184.68	2,239.29	2,295.28	2,352.66	2,411.48
4	SM	754.22	773.07	792.40	812.21	832.51	853.33	874.66	896.53	918.94	941.91	965.46	989.60	1,014.34	1,039.70	1,065.69	1,092.33	1,119.64	1,147.63	1,176.32	1,205.73
4	H	8.72	8.94	9.16	9.39	9.63	9.87	10.12	10.37	10.63	10.89	11.17	11.44	11.73	12.02	12.32	12.63	12.95	13.27	13.60	13.94
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
5	A	19,006.19	19,481.35	19,968.38	20,467.59	20,979.28	21,503.76	22,041.36	22,592.39	23,157.20	23,736.13	24,329.53	24,937.77	25,561.22	26,200.25	26,855.25	27,526.63	28,214.80	28,920.17	29,643.17	30,384.25
5	M	1,583.87	1,623.46	1,664.05	1,705.65	1,748.29	1,792.00	1,836.80	1,882.72	1,929.79	1,978.03	2,027.48	2,078.17	2,130.12	2,183.38	2,237.96	2,293.91	2,351.26	2,410.04	2,470.29	2,532.05
5	SM	791.93	811.73	832.02	852.82	874.14	895.99	918.39	941.35	964.89	989.01	1,013.73	1,039.08	1,065.05	1,091.68	1,118.97	1,146.95	1,175.62	1,205.01	1,235.14	1,266.01
5	H	9.16	9.39	9.62	9.86	10.11	10.36	10.62	10.89	11.16	11.44	11.72	12.02	12.32	12.63	12.94	13.26	13.60	13.94	14.28	14.64
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
6	A	19,956.50	20,455.41	20,966.80	21,490.97	22,028.24	22,578.95	23,143.42	23,722.01	24,315.06	24,922.94	25,546.01	26,184.66	26,839.28	27,510.26	28,198.01	28,902.97	29,625.54	30,366.18	31,125.33	31,903.47
6	M	1,663.06	1,704.64	1,747.25	1,790.93	1,835.71	1,881.60	1,928.64	1,976.86	2,026.28	2,076.93	2,128.86	2,182.08	2,236.63	2,292.55	2,349.86	2,408.61	2,468.82	2,530.54	2,593.81	2,658.65
6	SM	831.52	852.31	873.62	895.46	917.85	940.79	964.31	988.42	1,013.13	1,038.46	1,064.42	1,091.03	1,118.31	1,146.26	1,174.92	1,204.29	1,234.40	1,265.26	1,296.89	1,329.32
6	H	9.62	9.86	10.10	10.36	10.62	10.88	11.15	11.43	11.72	12.01	12.31	12.62	12.93	13.26	13.59	13.93	14.28	14.63	15.00	15.37
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
7	A	20,954.33	21,478.19	22,015.14	22,565.52	23,129.66	23,707.90	24,300.60	24,908.11	25,530.81	26,169.08	26,823.31	27,493.89	28,181.24	28,885.77	29,607.92	30,348.11	31,106.82	31,884.49	32,681.60	33,498.64
7	M	1,746.21	1,789.87	1,834.62	1,880.48	1,927.49	1,975.68	2,025.07	2,075.70	2,127.59	2,180.78	2,235.30	2,291.18	2,348.46	2,407.17	2,467.35	2,529.04	2,592.26	2,657.07	2,723.50	2,791.58
7	SM	873.10	894.93	917.30	940.23	963.74	987.83	1,012.53	1,037.84	1,063.79	1,090.38	1,117.64	1,145.58	1,174.22	1,203.58	1,233.67	1,264.51	1,296.12	1,328.52	1,361.74	1,395.78
7	H	10.10	10.35	10.61	10.87	11.15	11.42	11.71	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.62	14.99	15.36	15.75	16.14

TABLE 1-3: PAYSCALE CHARTS

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
8	A	22,002.04	22,552.09	23,115.90	23,693.79	24,286.14	24,893.29	25,515.62	26,153.52	26,807.35	27,477.54	28,164.48	28,868.59	29,590.30	30,330.06	31,088.31	31,865.52	32,662.16	33,478.71	34,315.68	35,173.57
8	M	1,833.52	1,879.36	1,926.35	1,974.50	2,023.87	2,074.46	2,126.33	2,179.48	2,233.97	2,289.82	2,347.07	2,405.74	2,465.89	2,527.53	2,590.72	2,655.49	2,721.88	2,789.92	2,859.67	2,931.16
8	SM	916.75	939.67	963.17	987.24	1,011.93	1,037.22	1,063.15	1,089.73	1,116.98	1,144.90	1,173.52	1,202.86	1,232.93	1,263.76	1,295.35	1,327.73	1,360.93	1,394.95	1,429.82	1,465.57
8	H	10.60	10.87	11.14	11.42	11.70	12.00	12.30	12.60	12.92	13.24	13.57	13.91	14.26	14.62	14.98	15.36	15.74	16.13	16.54	16.95
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
9	A	23,102.15	23,679.70	24,271.69	24,878.48	25,500.45	26,137.96	26,791.41	27,461.19	28,147.72	28,851.41	29,572.70	30,312.02	31,069.82	31,846.56	32,642.73	33,458.79	34,295.26	35,152.65	36,031.46	36,932.25
9	M	1,925.20	1,973.33	2,022.66	2,073.23	2,125.06	2,178.19	2,232.64	2,288.46	2,345.67	2,404.31	2,464.42	2,526.03	2,589.18	2,653.91	2,720.26	2,788.26	2,857.97	2,929.42	3,002.66	3,077.72
9	SM	962.59	986.66	1,011.32	1,036.61	1,062.52	1,089.09	1,116.31	1,144.22	1,172.83	1,202.15	1,232.20	1,263.00	1,294.58	1,326.94	1,360.12	1,394.12	1,428.97	1,464.70	1,501.32	1,538.85
9	H	11.13	11.41	11.70	11.99	12.29	12.60	12.91	13.23	13.56	13.90	14.25	14.61	14.97	15.35	15.73	16.12	16.53	16.94	17.36	17.80
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
10	A	24,257.25	24,863.68	25,485.28	26,122.41	26,775.47	27,444.86	28,130.98	28,834.25	29,555.11	30,293.98	31,051.33	31,827.62	32,623.31	33,438.89	34,274.86	35,131.73	36,010.03	36,910.28	37,833.04	38,778.86
10	M	2,021.46	2,072.00	2,123.80	2,176.89	2,231.31	2,287.10	2,344.27	2,402.88	2,462.95	2,524.53	2,587.64	2,652.33	2,718.64	2,786.61	2,856.27	2,927.68	3,000.87	3,075.89	3,152.79	3,231.61
10	SM	1,010.72	1,035.99	1,061.89	1,088.44	1,115.65	1,143.54	1,172.13	1,201.43	1,231.47	1,262.25	1,293.81	1,326.16	1,359.31	1,393.29	1,428.12	1,463.83	1,500.42	1,537.93	1,576.38	1,615.79
10	H	11.69	11.98	12.28	12.59	12.90	13.23	13.56	13.89	14.24	14.60	14.96	15.34	15.72	16.11	16.52	16.93	17.35	17.79	18.23	18.69
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
11	A	25,470.12	26,106.87	26,759.54	27,428.53	28,114.24	28,817.10	29,537.53	30,275.96	31,032.86	31,808.68	32,603.90	33,419.00	34,254.47	35,110.84	35,988.61	36,888.32	37,810.53	38,755.79	39,724.69	40,717.80
11	M	2,122.53	2,175.60	2,229.99	2,285.74	2,342.88	2,401.45	2,461.49	2,523.02	2,586.10	2,650.75	2,717.02	2,784.95	2,854.57	2,925.94	2,999.08	3,074.06	3,150.91	3,229.69	3,310.43	3,393.19
11	SM	1,061.26	1,087.79	1,114.98	1,142.86	1,171.43	1,200.72	1,230.73	1,261.50	1,293.04	1,325.37	1,358.50	1,392.46	1,427.27	1,462.96	1,499.53	1,537.02	1,575.44	1,614.83	1,655.20	1,696.58
11	H	12.27	12.58	12.90	13.22	13.55	13.89	14.23	14.59	14.95	15.33	15.71	16.10	16.51	16.92	17.34	17.78	18.22	18.68	19.14	19.62
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
12	A	26,743.62	27,412.21	28,097.52	28,799.95	29,519.95	30,257.95	31,014.40	31,789.76	32,584.51	33,399.12	34,234.10	35,089.95	35,967.20	36,866.38	37,788.04	38,732.74	39,701.06	40,693.58	41,710.92	42,753.69
12	M	2,228.66	2,284.38	2,341.49	2,400.02	2,460.02	2,521.52	2,584.56	2,649.18	2,715.41	2,783.29	2,852.87	2,924.19	2,997.30	3,072.23	3,149.04	3,227.76	3,308.46	3,391.17	3,475.95	3,562.85
12	SM	1,114.32	1,142.18	1,170.73	1,200.00	1,230.00	1,260.75	1,292.27	1,324.58	1,357.69	1,391.63	1,426.43	1,462.09	1,498.64	1,536.10	1,574.51	1,613.87	1,654.22	1,695.57	1,737.96	1,781.41
12	H	12.89	13.21	13.54	13.88	14.23	14.58	14.95	15.32	15.70	16.09	16.50	16.91	17.33	17.77	18.21	18.66	19.13	19.61	20.10	20.60
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
13	A	28,080.80	28,782.82	29,502.39	30,239.95	30,995.95	31,770.85	32,565.12	33,379.25	34,213.73	35,069.07	35,945.80	36,844.45	37,765.56	38,709.70	39,677.44	40,669.37	41,686.11	42,728.26	43,796.47	44,891.38
13	M	2,340.09	2,398.60	2,458.56	2,520.02	2,583.02	2,647.60	2,713.79	2,781.64	2,851.18	2,922.46	2,995.52	3,070.40	3,147.16	3,225.84	3,306.49	3,389.15	3,473.88	3,560.73	3,649.75	3,740.99
13	SM	1,170.04	1,199.29	1,229.27	1,260.00	1,291.50	1,323.79	1,356.88	1,390.81	1,425.58	1,461.22	1,497.75	1,535.19	1,573.57	1,612.91	1,653.23	1,694.56	1,736.93	1,780.35	1,824.86	1,870.48
13	H	13.53	13.87	14.22	14.57	14.94	15.31	15.69	16.08	16.49	16.90	17.32	17.75	18.20	18.65	19.12	19.60	20.09	20.59	21.10	21.63
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
14	A	29,484.84	30,221.96	30,977.51	31,751.95	32,545.75	33,359.39	34,193.38	35,048.21	35,924.42	36,822.53	37,743.09	38,686.67	39,653.83	40,645.18	41,661.31	42,702.84	43,770.41	44,864.67	45,986.29	47,135.95
14	M	2,457.10	2,518.52	2,581.49	2,646.03	2,712.18	2,779.98	2,849.48	2,920.72	2,993.73	3,068.58	3,145.29	3,223.92	3,304.52	3,387.14	3,471.81	3,558.61	3,647.58	3,738.76	3,832.23	3,928.04
14	SM	1,228.54	1,259.25	1,290.73	1,323.00	1,356.08	1,389.98	1,424.73	1,460.35	1,496.86	1,534.28	1,572.63	1,611.95	1,652.25	1,693.55	1,735.89	1,779.29	1,823.77	1,869.37	1,916.10	1,964.00
14	H	14.21	14.56	14.93	15.30	15.68	16.08	16.48	16.89	17.31	17.74	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71

TABLE 1-3: PAYSCALE CHARTS

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
15	A	30,959.08	31,733.06	32,526.39	33,339.55	34,173.04	35,027.36	35,903.05	36,800.62	37,720.64	38,663.65	39,630.25	40,621.00	41,636.53	42,677.44	43,744.38	44,837.99	45,958.93	47,107.91	48,285.61	49,492.75
15	M	2,579.95	2,644.45	2,710.56	2,778.33	2,847.78	2,918.98	2,991.95	3,066.75	3,143.42	3,222.01	3,302.56	3,385.12	3,469.75	3,556.49	3,645.41	3,736.54	3,829.95	3,925.70	4,023.85	4,124.44
15	SM	1,289.97	1,322.22	1,355.27	1,389.15	1,423.88	1,459.48	1,495.97	1,533.36	1,571.70	1,610.99	1,651.27	1,692.55	1,734.86	1,778.23	1,822.69	1,868.26	1,914.96	1,962.84	2,011.91	2,062.20
15	H	14.92	15.29	15.67	16.07	16.47	16.88	17.30	17.73	18.18	18.63	19.10	19.57	20.06	20.57	21.08	21.61	22.15	22.70	23.27	23.85
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
16	A	32,507.04	33,319.71	34,152.71	35,006.53	35,881.69	36,778.73	37,698.20	38,640.65	39,606.67	40,596.84	41,611.76	42,652.05	43,718.35	44,811.31	45,931.59	47,079.88	48,256.88	49,463.30	50,699.89	51,967.38
16	M	2,708.95	2,776.67	2,846.09	2,917.24	2,990.17	3,064.93	3,141.55	3,220.09	3,300.59	3,383.11	3,467.68	3,554.38	3,643.24	3,734.32	3,827.68	3,923.37	4,021.45	4,121.99	4,225.04	4,330.66
16	SM	1,354.46	1,388.33	1,423.03	1,458.61	1,495.08	1,532.45	1,570.76	1,610.03	1,650.28	1,691.54	1,733.83	1,777.17	1,821.60	1,867.14	1,913.82	1,961.67	2,010.71	2,060.98	2,112.50	2,165.31
16	H	15.66	16.06	16.46	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.07	21.59	22.13	22.69	23.25	23.84	24.43	25.04
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
17	A	34,132.39	34,985.70	35,860.34	36,756.85	37,675.77	38,617.67	39,583.11	40,572.69	41,587.00	42,626.68	43,692.35	44,784.65	45,904.27	47,051.88	48,228.17	49,433.88	50,669.73	51,936.47	53,234.88	54,565.75
17	M	2,844.40	2,915.51	2,988.40	3,063.10	3,139.68	3,218.17	3,298.63	3,381.09	3,465.62	3,552.26	3,641.07	3,732.10	3,825.40	3,921.03	4,019.06	4,119.54	4,222.52	4,328.09	4,436.29	4,547.20
17	SM	1,422.19	1,457.74	1,494.19	1,531.54	1,569.83	1,609.07	1,649.30	1,690.53	1,732.80	1,776.12	1,820.52	1,866.03	1,912.68	1,960.50	2,009.51	2,059.75	2,111.25	2,164.03	2,218.13	2,273.58
17	H	16.45	16.86	17.28	17.71	18.16	18.61	19.07	19.55	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	24.42	25.03	25.65	26.29
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
18	A	35,839.01	36,734.99	37,653.36	38,594.69	39,559.56	40,548.55	41,562.26	42,601.32	43,666.35	44,758.01	45,876.96	47,023.89	48,199.48	49,404.47	50,639.58	51,905.57	53,203.21	54,533.29	55,896.62	57,294.04
18	M	2,986.62	3,061.28	3,137.81	3,216.26	3,296.67	3,379.08	3,463.56	3,550.15	3,638.90	3,729.88	3,823.12	3,918.70	4,016.67	4,117.08	4,220.01	4,325.51	4,433.65	4,544.49	4,658.10	4,774.56
18	SM	1,493.30	1,530.63	1,568.90	1,608.12	1,648.32	1,689.53	1,731.77	1,775.06	1,819.44	1,864.92	1,911.55	1,959.34	2,008.32	2,058.53	2,109.99	2,162.74	2,216.81	2,272.23	2,329.03	2,387.26
18	H	17.27	17.70	18.14	18.60	19.06	19.54	20.03	20.53	21.04	21.57	22.11	22.66	23.23	23.81	24.40	25.01	25.64	26.28	26.94	27.61
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
19	A	37,630.96	38,571.73	39,536.03	40,524.43	41,537.54	42,575.98	43,640.38	44,731.39	45,849.67	46,995.91	48,170.81	49,375.08	50,609.46	51,874.69	53,171.56	54,500.85	55,863.37	57,259.96	58,691.46	60,158.74
19	M	3,135.95	3,214.35	3,294.71	3,377.07	3,461.50	3,548.04	3,636.74	3,727.66	3,820.85	3,916.37	4,014.28	4,114.64	4,217.50	4,322.94	4,431.01	4,541.79	4,655.33	4,771.72	4,891.01	5,013.28
19	SM	1,567.96	1,607.16	1,647.34	1,688.52	1,730.74	1,774.00	1,818.35	1,863.81	1,910.41	1,958.17	2,007.12	2,057.30	2,108.73	2,161.45	2,215.49	2,270.88	2,327.65	2,385.84	2,445.49	2,506.62
19	H	18.13	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.09	22.65	23.21	23.79	24.39	25.00	25.62	26.26	26.92	27.59	28.28	28.99
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
20	A	39,512.51	40,500.32	41,512.83	42,550.65	43,614.42	44,704.78	45,822.40	46,967.96	48,142.16	49,345.71	50,579.35	51,843.84	53,139.93	54,468.43	55,830.14	57,225.89	58,656.54	60,122.95	61,626.03	63,166.68
20	M	3,292.75	3,375.06	3,459.44	3,545.93	3,634.58	3,725.44	3,818.58	3,914.04	4,011.89	4,112.19	4,214.99	4,320.37	4,428.38	4,539.09	4,652.56	4,768.88	4,888.10	5,010.30	5,135.56	5,263.95
20	SM	1,646.36	1,687.52	1,729.71	1,772.95	1,817.27	1,862.71	1,909.27	1,957.00	2,005.93	2,056.08	2,107.48	2,160.17	2,214.17	2,269.53	2,326.26	2,384.42	2,444.03	2,505.13	2,567.76	2,631.95
20	H	19.04	19.52	20.00	20.50	21.02	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.61	26.25	26.90	27.58	28.27	28.97	29.70	30.44
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
21	A	41,488.13	42,525.34	43,588.47	44,678.18	45,795.14	46,940.02	48,113.52	49,316.35	50,549.26	51,812.99	53,108.32	54,436.03	55,796.93	57,191.85	58,621.65	60,087.19	61,589.37	63,129.10	64,707.33	66,325.01
21	M	3,457.38	3,543.82	3,632.41	3,723.22	3,816.30	3,911.71	4,009.50	4,109.74	4,212.49	4,317.80	4,425.74	4,536.39	4,649.80	4,766.04	4,885.19	5,007.32	5,132.50	5,260.82	5,392.34	5,527.15
21	SM	1,728.68	1,771.89	1,816.19	1,861.60	1,908.14	1,955.84	2,004.74	2,054.85	2,106.23	2,158.88	2,212.85	2,268.18	2,324.88	2,383.00	2,442.58	2,503.64	2,566.23	2,630.39	2,696.15	2,763.55
21	H	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.76	24.36	24.97	25.59	26.23	26.89	27.56	28.25	28.96	29.68	30.42	31.18	31.96

TABLE 1-3: PAYSCALE CHARTS

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
22	A	43,562.54	44,651.60	45,767.89	46,912.09	48,084.89	49,287.02	50,519.19	51,782.17	53,076.73	54,403.64	55,763.74	57,157.83	58,586.77	60,051.44	61,552.73	63,091.55	64,668.84	66,285.56	67,942.70	69,641.26
22	M	3,630.25	3,721.01	3,814.03	3,909.38	4,007.12	4,107.30	4,209.98	4,315.23	4,423.11	4,533.69	4,647.03	4,763.21	4,882.29	5,004.34	5,129.45	5,257.69	5,389.13	5,523.86	5,661.95	5,803.50
22	SM	1,815.11	1,860.49	1,907.00	1,954.68	2,003.54	2,053.63	2,104.97	2,157.60	2,211.54	2,266.83	2,323.50	2,381.58	2,441.12	2,502.15	2,564.71	2,628.82	2,694.54	2,761.91	2,830.95	2,901.73
22	H	20.99	21.52	22.05	22.61	23.17	23.75	24.34	24.95	25.58	26.22	26.87	27.54	28.23	28.94	29.66	30.40	31.16	31.94	32.74	33.56
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
23	A	45,740.67	46,884.18	48,056.29	49,257.70	50,489.14	51,751.37	53,045.15	54,371.28	55,730.56	57,123.83	58,551.92	60,015.72	61,516.11	63,054.02	64,630.37	66,246.13	67,902.28	69,599.84	71,339.83	73,123.33
23	M	3,811.76	3,907.06	4,004.74	4,104.85	4,207.47	4,312.66	4,420.48	4,530.99	4,644.27	4,760.37	4,879.38	5,001.37	5,126.40	5,254.56	5,385.92	5,520.57	5,658.59	5,800.05	5,945.05	6,093.68
23	SM	1,905.87	1,953.51	2,002.35	2,052.41	2,103.72	2,156.31	2,210.22	2,265.48	2,322.11	2,380.17	2,439.67	2,500.66	2,563.18	2,627.26	2,692.94	2,760.26	2,829.27	2,900.00	2,972.50	3,046.82
23	H	22.04	22.59	23.16	23.74	24.33	24.94	25.56	26.20	26.86	27.53	28.22	28.92	29.64	30.38	31.14	31.92	32.72	33.54	34.38	35.24
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
24	A	48,027.70	49,228.39	50,459.10	51,720.58	53,013.60	54,338.94	55,697.41	57,089.84	58,517.09	59,980.02	61,479.52	63,016.51	64,591.92	66,206.72	67,861.88	69,558.43	71,297.39	73,079.83	74,906.82	76,779.49
24	M	4,002.35	4,102.41	4,204.97	4,310.10	4,417.85	4,528.29	4,641.50	4,757.54	4,876.48	4,998.39	5,123.35	5,251.43	5,382.72	5,517.29	5,655.22	5,796.60	5,941.52	6,090.05	6,242.30	6,398.36
24	SM	2,001.16	2,051.19	2,102.47	2,155.03	2,208.91	2,264.13	2,320.73	2,378.75	2,438.22	2,499.18	2,561.65	2,625.70	2,691.34	2,758.62	2,827.59	2,898.28	2,970.73	3,045.00	3,121.13	3,199.16
24	H	23.14	23.72	24.32	24.92	25.55	26.19	26.84	27.51	28.20	28.90	29.63	30.37	31.13	31.90	32.70	33.52	34.36	35.22	36.10	37.00
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
25	A	50,429.09	51,689.81	52,982.06	54,306.61	55,664.28	57,055.88	58,482.28	59,944.34	61,442.94	62,979.02	64,553.49	66,167.33	67,821.51	69,517.05	71,254.98	73,036.35	74,862.26	76,733.82	78,652.16	80,618.47
25	M	4,202.47	4,307.53	4,415.22	4,525.60	4,638.74	4,754.71	4,873.58	4,995.42	5,120.30	5,248.31	5,379.52	5,514.01	5,651.86	5,793.15	5,937.98	6,086.43	6,238.59	6,394.56	6,554.42	6,718.28
25	SM	2,101.22	2,153.75	2,207.59	2,262.78	2,319.35	2,377.34	2,436.77	2,497.69	2,560.13	2,624.13	2,689.74	2,756.98	2,825.91	2,896.55	2,968.97	3,043.19	3,119.27	3,197.25	3,277.18	3,359.11
25	H	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.89	29.61	30.35	31.11	31.89	32.68	33.50	34.34	35.20	36.08	36.98	37.90	38.85
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
26	A	52,950.54	54,274.30	55,631.16	57,021.94	58,447.49	59,908.68	61,406.39	62,941.55	64,515.09	66,127.97	67,781.17	69,475.70	71,212.59	72,992.91	74,817.73	76,688.17	78,605.38	80,570.51	82,584.77	84,649.39
26	M	4,412.59	4,522.91	4,635.98	4,751.88	4,870.68	4,992.45	5,117.26	5,245.19	5,376.32	5,510.73	5,648.49	5,789.71	5,934.45	6,082.81	6,234.88	6,390.75	6,550.52	6,714.28	6,882.14	7,054.19
26	SM	2,206.28	2,261.44	2,317.97	2,375.92	2,435.32	2,496.20	2,558.61	2,622.57	2,688.14	2,755.34	2,824.22	2,894.83	2,967.20	3,041.38	3,117.42	3,195.35	3,275.23	3,357.12	3,441.04	3,527.07
26	H	25.52	26.15	26.81	27.48	28.17	28.87	29.59	30.33	31.09	31.87	32.66	33.48	34.32	35.17	36.05	36.95	37.88	38.83	39.80	40.79
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
27	A	55,598.07	56,988.02	58,412.72	59,873.04	61,369.86	62,904.11	64,476.71	66,088.63	67,740.85	69,434.37	71,170.23	72,949.48	74,773.22	76,642.55	78,558.61	80,522.58	82,535.64	84,599.04	86,714.01	88,881.86
27	M	4,633.22	4,749.05	4,867.78	4,989.48	5,114.21	5,242.07	5,373.12	5,507.45	5,645.13	5,786.26	5,930.92	6,079.19	6,231.17	6,386.95	6,546.62	6,710.29	6,878.05	7,050.00	7,226.25	7,406.90
27	SM	2,316.59	2,374.51	2,433.87	2,494.72	2,557.09	2,621.01	2,686.54	2,753.70	2,822.54	2,893.11	2,965.44	3,039.57	3,115.56	3,193.45	3,273.29	3,355.12	3,439.00	3,524.97	3,613.10	3,703.42
27	H	26.79	27.46	28.15	28.85	29.57	30.31	31.07	31.85	32.64	33.46	34.30	35.15	36.03	36.93	37.86	38.80	39.77	40.77	41.79	42.83
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
28	A	58,377.97	59,837.42	61,333.36	62,866.69	64,438.36	66,049.32	67,700.55	69,393.06	71,127.89	72,906.09	74,728.74	76,596.96	78,511.88	80,474.68	82,486.54	84,548.71	86,662.43	88,828.99	91,049.71	93,325.95
28	M	4,864.88	4,986.51	5,111.17	5,238.95	5,369.92	5,504.17	5,641.78	5,782.82	5,927.39	6,075.57	6,227.46	6,383.15	6,542.73	6,706.30	6,873.96	7,045.80	7,221.95	7,402.50	7,587.56	7,777.25
28	SM	2,432.42	2,493.23	2,555.56	2,619.45	2,684.94	2,752.06	2,820.87	2,891.39	2,963.67	3,037.76	3,113.71	3,191.55	3,271.34	3,353.12	3,436.95	3,522.87	3,610.95	3,701.22	3,793.75	3,888.59
28	H	28.13	28.83	29.56	30.29	31.05	31.83	32.62	33.44	34.28	35.13	36.01	36.91	37.83	38.78	39.75	40.74	41.76	42.81	43.88	44.97

TABLE 1-3: PAYSCALE CHARTS

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
29	A	61,296.87	62,829.29	64,400.02	66,010.02	67,660.27	69,351.78	71,085.58	72,862.72	74,684.28	76,551.39	78,465.18	80,426.80	82,437.47	84,498.41	86,610.87	88,776.14	90,995.55	93,270.44	95,602.20	97,992.25
29	M	5,108.13	5,235.83	5,366.73	5,500.90	5,638.42	5,779.38	5,923.86	6,071.96	6,223.76	6,379.35	6,538.84	6,702.31	6,869.87	7,041.61	7,217.65	7,398.09	7,583.05	7,772.62	7,966.94	8,166.11
29	SM	2,554.04	2,617.90	2,683.34	2,750.43	2,819.19	2,889.67	2,961.91	3,035.96	3,111.86	3,189.65	3,269.39	3,351.13	3,434.91	3,520.78	3,608.80	3,699.02	3,791.49	3,886.28	3,983.44	4,083.02
29	H	29.54	30.28	31.03	31.81	32.60	33.42	34.26	35.11	35.99	36.89	37.81	38.76	39.73	40.72	41.74	42.78	43.85	44.95	46.07	47.22
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
30	A	64,361.71	65,970.76	67,620.02	69,310.53	71,043.29	72,819.37	74,639.86	76,505.85	78,418.50	80,378.96	82,388.43	84,448.15	86,559.35	88,723.33	90,941.42	93,214.95	95,545.32	97,933.96	100,382.31	102,891.86
30	M	5,363.54	5,497.62	5,635.06	5,775.94	5,920.34	6,068.35	6,220.06	6,375.56	6,534.95	6,698.32	6,865.78	7,037.42	7,213.36	7,393.69	7,578.54	7,768.00	7,962.20	8,161.25	8,365.29	8,574.42
30	SM	2,681.75	2,748.79	2,817.51	2,887.95	2,960.15	3,034.15	3,110.00	3,187.75	3,267.45	3,349.13	3,432.86	3,518.68	3,606.65	3,696.82	3,789.24	3,883.97	3,981.07	4,080.59	4,182.61	4,287.18
30	H	31.01	31.79	32.59	33.40	34.23	35.09	35.97	36.87	37.79	38.73	39.70	40.69	41.71	42.75	43.82	44.92	46.04	47.19	48.37	49.58
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
31	A	67,579.80	69,269.29	71,001.03	72,776.05	74,595.45	76,460.34	78,371.85	80,331.14	82,339.42	84,397.91	86,507.86	88,670.55	90,887.32	93,159.50	95,488.49	97,875.70	100,322.59	102,830.66	105,401.42	108,036.46
31	M	5,631.71	5,772.51	5,916.82	6,064.74	6,216.36	6,371.77	6,531.06	6,694.34	6,861.69	7,033.24	7,209.07	7,389.29	7,574.03	7,763.38	7,957.46	8,156.40	8,360.31	8,569.32	8,783.55	9,003.14
31	SM	2,815.83	2,886.23	2,958.39	3,032.35	3,108.15	3,185.86	3,265.50	3,347.14	3,430.82	3,516.59	3,604.51	3,694.62	3,786.98	3,881.66	3,978.70	4,078.17	4,180.12	4,284.62	4,391.74	4,501.53
31	H	32.57	33.38	34.21	35.07	35.95	36.85	37.77	38.71	39.68	40.67	41.69	42.73	43.80	44.89	46.01	47.16	48.34	49.55	50.79	52.06
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
32	A	70,958.79	72,732.76	74,551.08	76,414.85	78,325.23	80,283.36	82,290.44	84,347.70	86,456.39	88,617.80	90,833.25	93,104.08	95,431.68	97,817.47	100,262.91	102,769.48	105,338.72	107,972.19	110,671.49	113,438.28
32	M	5,913.30	6,061.13	6,212.66	6,367.98	6,527.17	6,690.35	6,857.61	7,029.05	7,204.78	7,384.90	7,569.52	7,758.76	7,952.73	8,151.55	8,355.34	8,564.22	8,778.32	8,997.78	9,222.73	9,453.30
32	SM	2,956.63	3,030.54	3,106.31	3,183.96	3,263.56	3,345.15	3,428.78	3,514.50	3,602.36	3,692.42	3,784.73	3,879.35	3,976.33	4,075.74	4,177.63	4,282.08	4,389.13	4,498.86	4,611.33	4,726.61
32	H	34.19	35.05	35.93	36.82	37.74	38.69	39.65	40.65	41.66	42.70	43.77	44.87	45.99	47.14	48.32	49.52	50.76	52.03	53.33	54.66
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
33	A	74,506.73	76,369.40	78,278.63	80,235.60	82,241.49	84,297.52	86,404.96	88,565.09	90,779.21	93,048.69	95,374.91	97,759.28	100,203.27	102,708.35	105,276.06	107,907.96	110,605.66	113,370.80	116,205.07	119,110.19
33	M	6,208.96	6,364.19	6,523.29	6,686.37	6,853.53	7,024.87	7,200.49	7,380.51	7,565.02	7,754.14	7,948.00	8,146.70	8,350.36	8,559.12	8,773.10	8,992.43	9,217.24	9,447.67	9,683.86	9,925.96
33	SM	3,104.46	3,182.07	3,261.62	3,343.16	3,426.74	3,512.41	3,600.22	3,690.22	3,782.48	3,877.04	3,973.97	4,073.32	4,175.15	4,279.53	4,386.52	4,496.18	4,608.58	4,723.80	4,841.89	4,962.94
33	H	35.90	36.80	37.72	38.66	39.63	40.62	41.64	42.68	43.75	44.84	45.96	47.11	48.29	49.49	50.73	52.00	53.30	54.63	56.00	57.40
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
34	A	78,232.06	80,187.87	82,192.56	84,247.38	86,353.56	88,512.40	90,725.21	92,993.34	95,318.17	97,701.13	100,143.66	102,647.25	105,213.43	107,843.77	110,539.86	113,303.36	116,135.94	119,039.34	122,015.32	125,065.70
34	M	6,519.41	6,682.40	6,849.46	7,020.69	7,196.21	7,376.12	7,560.52	7,749.53	7,943.27	8,141.85	8,345.40	8,554.03	8,767.88	8,987.08	9,211.76	9,442.05	9,678.10	9,920.05	10,168.06	10,422.26
34	SM	3,259.68	3,341.17	3,424.70	3,510.32	3,598.08	3,688.03	3,780.23	3,874.74	3,971.60	4,070.89	4,172.67	4,276.98	4,383.91	4,493.50	4,605.84	4,720.99	4,839.01	4,959.99	5,083.99	5,211.09
34	H	37.70	38.64	39.61	40.60	41.61	42.65	43.72	44.81	45.93	47.08	48.26	49.46	50.70	51.97	53.27	54.60	55.96	57.36	58.80	60.27
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
35	A	82,143.67	84,197.26	86,302.19	88,459.75	90,671.24	92,938.02	95,261.47	97,643.01	100,084.08	102,586.18	105,150.84	107,779.61	110,474.10	113,235.95	116,066.85	118,968.52	121,942.74	124,991.31	128,116.09	131,318.99
35	M	6,845.38	7,016.52	7,191.93	7,371.73	7,556.02	7,744.92	7,938.54	8,137.01	8,340.43	8,548.94	8,762.67	8,981.73	9,206.28	9,436.43	9,672.35	9,914.15	10,162.01	10,416.06	10,676.46	10,943.37
35	SM	3,422.66	3,508.23	3,595.94	3,685.83	3,777.98	3,872.43	3,969.24	4,068.47	4,170.18	4,274.44	4,381.30	4,490.83	4,603.10	4,718.18	4,836.13	4,957.04	5,080.96	5,207.99	5,338.19	5,471.64
35	H	39.58	40.57	41.59	42.63	43.69	44.79	45.91	47.05	48.23	49.43	50.67	51.94	53.24	54.57	55.93	57.33	58.76	60.23	61.74	63.28

TABLE 1-3: PAYSCALE CHARTS

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
36	A	86,250.85	88,407.12	90,617.30	92,882.73	95,204.80	97,584.92	100,024.54	102,525.16	105,088.29	107,715.49	110,408.38	113,168.59	115,997.81	118,897.75	121,870.19	124,916.95	128,039.87	131,240.87	134,521.89	137,884.94
36	M	7,187.65	7,367.34	7,551.53	7,740.31	7,933.82	8,132.17	8,335.47	8,543.86	8,757.45	8,976.39	9,200.80	9,430.82	9,666.59	9,908.26	10,155.96	10,409.86	10,670.11	10,936.86	11,210.28	11,490.54
36	SM	3,593.80	3,683.64	3,775.73	3,870.13	3,966.88	4,066.05	4,167.70	4,271.90	4,378.69	4,488.16	4,600.36	4,715.37	4,833.26	4,954.09	5,077.94	5,204.89	5,335.01	5,468.39	5,605.10	5,745.22
36	H	41.56	42.60	43.67	44.76	45.88	47.02	48.20	49.41	50.64	51.91	53.20	54.53	55.90	57.30	58.73	60.20	61.70	63.24	64.82	66.44
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
37	A	90,563.39	92,827.48	95,148.17	97,526.87	99,965.04	102,464.17	105,025.77	107,651.42	110,342.70	113,101.27	115,928.80	118,827.02	121,797.70	124,842.64	127,963.70	131,162.80	134,441.87	137,802.91	141,247.99	144,779.19
37	M	7,547.03	7,735.71	7,929.10	8,127.33	8,330.51	8,538.78	8,752.24	8,971.05	9,195.33	9,425.21	9,660.84	9,902.36	10,149.92	10,403.67	10,663.76	10,930.35	11,203.61	11,483.70	11,770.80	12,065.07
37	SM	3,773.49	3,867.82	3,964.52	4,063.63	4,165.22	4,269.35	4,376.09	4,485.49	4,597.63	4,712.57	4,830.38	4,951.14	5,074.92	5,201.79	5,331.84	5,465.13	5,601.76	5,741.81	5,885.35	6,032.49
37	H	43.64	44.73	45.85	47.00	48.17	49.38	50.61	51.88	53.17	54.50	55.86	57.26	58.69	60.16	61.66	63.21	64.79	66.41	68.07	69.77
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
38	A	95,091.56	97,468.85	99,905.57	102,403.21	104,963.29	107,587.38	110,277.06	113,033.99	115,859.84	118,756.33	121,725.24	124,768.37	127,887.58	131,084.77	134,361.89	137,720.94	141,163.96	144,693.06	148,310.39	152,018.15
38	M	7,924.38	8,122.49	8,325.56	8,533.70	8,747.04	8,965.71	9,189.86	9,419.60	9,655.09	9,896.47	10,143.88	10,397.48	10,657.42	10,923.85	11,196.95	11,476.87	11,763.79	12,057.89	12,359.34	12,668.32
38	SM	3,962.16	4,061.22	4,162.75	4,266.81	4,373.48	4,482.82	4,594.89	4,709.76	4,827.51	4,948.20	5,071.90	5,198.70	5,328.67	5,461.88	5,598.43	5,738.39	5,881.85	6,028.90	6,179.62	6,334.11
38	H	45.82	46.97	48.14	49.35	50.58	51.84	53.14	54.47	55.83	57.23	58.66	60.12	61.63	63.17	64.75	66.37	68.02	69.73	71.47	73.26
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
39	A	99,846.14	102,342.30	104,900.85	107,523.37	110,211.46	112,966.74	115,790.91	118,685.69	121,652.83	124,694.15	127,811.50	131,006.79	134,281.96	137,639.01	141,079.98	144,606.98	148,222.16	151,927.71	155,725.91	159,619.05
39	M	8,320.60	8,528.62	8,741.83	8,960.38	9,184.39	9,414.00	9,649.35	9,890.58	10,137.85	10,391.29	10,651.08	10,917.35	11,190.29	11,470.04	11,756.80	12,050.72	12,351.98	12,660.78	12,977.30	13,301.74
39	SM	4,160.27	4,264.28	4,370.88	4,480.16	4,592.16	4,706.96	4,824.64	4,945.25	5,068.88	5,195.61	5,325.50	5,458.63	5,595.10	5,734.98	5,878.35	6,025.31	6,175.94	6,330.34	6,488.60	6,650.82
39	H	48.11	49.32	50.55	51.81	53.11	54.44	55.80	57.19	58.62	60.09	61.59	63.13	64.71	66.33	67.98	69.68	71.43	73.21	75.04	76.92
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
40	A	104,838.45	107,459.41	110,145.90	112,899.54	115,722.03	118,615.08	121,580.46	124,619.97	127,735.47	130,928.86	134,202.08	137,557.13	140,996.06	144,520.96	148,133.98	151,837.33	155,633.27	159,524.10	163,512.20	167,600.01
40	M	8,736.63	8,955.05	9,178.93	9,408.40	9,643.61	9,884.70	10,131.82	10,385.11	10,644.74	10,910.86	11,183.63	11,463.22	11,749.80	12,043.55	12,344.64	12,653.25	12,969.58	13,293.82	13,626.17	13,966.82
40	SM	4,368.28	4,477.49	4,589.43	4,704.16	4,821.77	4,942.31	5,065.87	5,192.52	5,322.33	5,455.39	5,591.77	5,731.57	5,874.85	6,021.73	6,172.27	6,326.58	6,484.74	6,646.86	6,813.03	6,983.36
40	H	50.52	51.78	53.08	54.40	55.76	57.16	58.59	60.05	61.55	63.09	64.67	66.29	67.94	69.64	71.38	73.17	75.00	76.87	78.79	80.76

TABLE 1-3: PAYSCALE CHARTS

LAW ENFORCEMENT (EMPLOYEES IN SHERIFF'S DEPT & JAIL ON A 2190 PAYSCALE)

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
14	A	31,119.90	31,897.90	32,695.34	33,512.73	34,350.55	35,209.31	36,089.54	36,991.78	37,916.58	38,864.49	39,836.10	40,832.01	41,852.81	42,899.13	43,971.60	45,070.89	46,197.67	47,352.61	48,536.42	49,749.83
14	M	2,593.33	2,658.16	2,724.61	2,792.73	2,862.55	2,934.11	3,007.46	3,082.65	3,159.71	3,238.71	3,319.68	3,402.67	3,487.73	3,574.93	3,664.30	3,755.91	3,849.81	3,946.05	4,044.70	4,145.82
14	SM	1,296.66	1,329.08	1,362.31	1,396.36	1,431.27	1,467.05	1,503.73	1,541.32	1,579.86	1,619.35	1,659.84	1,701.33	1,743.87	1,787.46	1,832.15	1,877.95	1,924.90	1,973.03	2,022.35	2,072.91
14	H	14.21	14.56	14.93	15.30	15.68	16.08	16.48	16.89	17.31	17.74	18.19	18.64	19.11	19.59	20.08	20.58	21.09	21.62	22.16	22.71
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
15	A	32,675.90	33,492.79	34,330.11	35,188.36	36,068.07	36,969.78	37,894.02	38,841.37	39,812.41	40,807.72	41,827.91	42,873.61	43,945.45	45,044.08	46,170.18	47,324.44	48,507.55	49,720.24	50,963.24	52,237.33
15	M	2,722.99	2,791.07	2,860.84	2,932.36	3,005.67	3,080.81	3,157.84	3,236.78	3,317.70	3,400.64	3,485.66	3,572.80	3,662.12	3,753.67	3,847.52	3,943.70	4,042.30	4,143.35	4,246.94	4,353.11
15	SM	1,361.50	1,395.53	1,430.42	1,466.18	1,502.84	1,540.41	1,578.92	1,618.39	1,658.85	1,700.32	1,742.83	1,786.40	1,831.06	1,876.84	1,923.76	1,971.85	2,021.15	2,071.68	2,123.47	2,176.56
15	H	14.92	15.29	15.67	16.07	16.47	16.88	17.30	17.73	18.18	18.63	19.10	19.57	20.06	20.57	21.08	21.61	22.15	22.70	23.27	23.85
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
16	A	34,309.69	35,167.43	36,046.62	36,947.78	37,871.48	38,818.26	39,788.72	40,783.44	41,803.03	42,848.10	43,919.30	45,017.29	46,142.72	47,296.29	48,478.69	49,690.66	50,932.93	52,206.25	53,511.41	54,849.19
16	M	2,859.14	2,930.62	3,003.88	3,078.98	3,155.96	3,234.86	3,315.73	3,398.62	3,483.59	3,570.68	3,659.94	3,751.44	3,845.23	3,941.36	4,039.89	4,140.89	4,244.41	4,350.52	4,459.28	4,570.77
16	SM	1,429.57	1,465.31	1,501.94	1,539.49	1,577.98	1,617.43	1,657.86	1,699.31	1,741.79	1,785.34	1,829.97	1,875.72	1,922.61	1,970.68	2,019.95	2,070.44	2,122.21	2,175.26	2,229.64	2,285.38
16	H	15.66	16.06	16.46	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.07	21.59	22.13	22.69	23.25	23.84	24.43	25.04
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
17	A	36,025.17	36,925.80	37,848.95	38,795.17	39,765.05	40,759.18	41,778.16	42,822.61	43,893.18	44,990.51	46,115.27	47,268.15	48,449.85	49,661.10	50,902.63	52,175.19	53,479.57	54,816.56	56,186.98	57,591.65
17	M	3,002.10	3,077.15	3,154.08	3,232.93	3,313.75	3,396.60	3,481.51	3,568.55	3,657.76	3,749.21	3,842.94	3,939.01	4,037.49	4,138.43	4,241.89	4,347.93	4,456.63	4,568.05	4,682.25	4,799.30
17	SM	1,501.05	1,538.58	1,577.04	1,616.47	1,656.88	1,698.30	1,740.76	1,784.28	1,828.88	1,874.60	1,921.47	1,969.51	2,018.74	2,069.21	2,120.94	2,173.97	2,228.32	2,284.02	2,341.12	2,399.65
17	H	16.45	16.86	17.28	17.71	18.16	18.61	19.07	19.55	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	24.42	25.03	25.65	26.29
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
18	A	37,826.43	38,772.09	39,741.40	40,734.93	41,753.30	42,797.14	43,867.07	44,963.74	46,087.84	47,240.03	48,421.03	49,631.56	50,872.35	52,144.16	53,447.76	54,783.95	56,153.55	57,557.39	58,996.33	60,471.23
18	M	3,152.20	3,231.01	3,311.78	3,394.58	3,479.44	3,566.43	3,655.59	3,746.98	3,840.65	3,936.67	4,035.09	4,135.96	4,239.36	4,345.35	4,453.98	4,565.33	4,679.46	4,796.45	4,916.36	5,039.27
18	SM	1,576.10	1,615.50	1,655.89	1,697.29	1,739.72	1,783.21	1,827.79	1,873.49	1,920.33	1,968.33	2,017.54	2,067.98	2,119.68	2,172.67	2,226.99	2,282.66	2,339.73	2,398.22	2,458.18	2,519.63
18	H	17.27	17.70	18.14	18.60	19.06	19.54	20.03	20.53	21.04	21.57	22.11	22.66	23.23	23.81	24.40	25.01	25.64	26.28	26.94	27.61
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
19	A	39,717.75	40,710.70	41,728.47	42,771.68	43,840.97	44,936.99	46,060.42	47,211.93	48,392.23	49,602.03	50,842.08	52,113.14	53,415.96	54,751.36	56,120.15	57,523.15	58,961.23	60,435.26	61,946.14	63,494.80
19	M	3,309.81	3,392.56	3,477.37	3,564.31	3,653.41	3,744.75	3,838.37	3,934.33	4,032.69	4,133.50	4,236.84	4,342.76	4,451.33	4,562.61	4,676.68	4,793.60	4,913.44	5,036.27	5,162.18	5,291.23
19	SM	1,654.91	1,696.28	1,738.69	1,782.15	1,826.71	1,872.37	1,919.18	1,967.16	2,016.34	2,066.75	2,118.42	2,171.38	2,225.67	2,281.31	2,338.34	2,396.80	2,456.72	2,518.14	2,581.09	2,645.62
19	H	18.13	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.09	22.65	23.21	23.79	24.39	25.00	25.62	26.26	26.92	27.59	28.28	28.99
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
20	A	41,703.64	42,746.23	43,814.89	44,910.26	46,033.02	47,183.84	48,363.44	49,572.53	50,811.84	52,082.13	53,384.19	54,718.79	56,086.76	57,488.93	58,926.15	60,399.31	61,909.29	63,457.02	65,043.45	66,669.54
20	M	3,475.30	3,562.19	3,651.24	3,742.52	3,836.08	3,931.99	4,030.29	4,131.04	4,234.32	4,340.18	4,448.68	4,559.90	4,673.90	4,790.74	4,910.51	5,033.28	5,159.11	5,288.09	5,420.29	5,555.79
20	SM	1,737.65	1,781.09	1,825.62	1,871.26	1,918.04	1,965.99	2,015.14	2,065.52	2,117.16	2,170.09	2,224.34	2,279.95	2,336.95	2,395.37	2,455.26	2,516.64	2,579.55	2,644.04	2,710.14	2,777.90
20	H	19.04	19.52	20.00	20.50	21.02	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.61	26.25	26.90	27.58	28.27	28.97	29.70	30.44

TABLE 1-3: PAYSCALE CHARTS

GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
21	A	43,788.82	44,883.55	46,005.63	47,155.77	48,334.67	49,543.04	50,781.61	52,051.15	53,352.43	54,686.24	56,053.40	57,454.73	58,891.10	60,363.38	61,872.46	63,419.27	65,004.76	66,629.87	68,295.62	70,003.01
21	M	3,649.07	3,740.30	3,833.80	3,929.65	4,027.89	4,128.59	4,231.80	4,337.60	4,446.04	4,557.19	4,671.12	4,787.89	4,907.59	5,030.28	5,156.04	5,284.94	5,417.06	5,552.49	5,691.30	5,833.58
21	SM	1,824.53	1,870.15	1,916.90	1,964.82	2,013.94	2,064.29	2,115.90	2,168.80	2,223.02	2,278.59	2,335.56	2,393.95	2,453.80	2,515.14	2,578.02	2,642.47	2,708.53	2,776.24	2,845.65	2,916.79
21	H	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.76	24.36	24.97	25.59	26.23	26.89	27.56	28.25	28.96	29.68	30.42	31.18	31.96
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
22	A	45,978.27	47,127.72	48,305.92	49,513.56	50,751.40	52,020.19	53,320.69	54,653.71	56,020.05	57,420.55	58,856.07	60,327.47	61,835.66	63,381.55	64,966.09	66,590.24	68,254.99	69,961.37	71,710.40	73,503.16
22	M	3,831.52	3,927.31	4,025.49	4,126.13	4,229.28	4,335.02	4,443.39	4,554.48	4,668.34	4,785.05	4,904.67	5,027.29	5,152.97	5,281.80	5,413.84	5,549.19	5,687.92	5,830.11	5,975.87	6,125.26
22	SM	1,915.76	1,963.66	2,012.75	2,063.07	2,114.64	2,167.51	2,221.70	2,277.24	2,334.17	2,392.52	2,452.34	2,513.64	2,576.49	2,640.90	2,706.92	2,774.59	2,843.96	2,915.06	2,987.93	3,062.63
22	H	20.99	21.52	22.05	22.61	23.17	23.75	24.34	24.95	25.58	26.22	26.87	27.54	28.23	28.94	29.66	30.40	31.16	31.94	32.74	33.56
GRADE	BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
23	A	48,277.18	49,484.11	50,721.21	51,989.24	53,288.97	54,621.20	55,986.73	57,386.39	58,821.05	60,291.58	61,798.87	63,343.84	64,927.44	66,550.62	68,214.39	69,919.75	71,667.74	73,459.44	75,295.92	77,178.32
23	M	4,023.10	4,123.68	4,226.77	4,332.44	4,440.75	4,551.77	4,665.56	4,782.20	4,901.75	5,024.30	5,149.91	5,278.65	5,410.62	5,545.89	5,684.53	5,826.65	5,972.31	6,121.62	6,274.66	6,431.53
23	SM	2,011.55	2,061.84	2,113.38	2,166.22	2,220.37	2,275.88	2,332.78	2,391.10	2,450.88	2,512.15	2,574.95	2,639.33	2,705.31	2,772.94	2,842.27	2,913.32	2,986.16	3,060.81	3,137.33	3,215.76
23	H	22.04	22.59	23.16	23.74	24.33	24.94	25.56	26.20	26.86	27.53	28.22	28.92	29.64	30.38	31.14	31.91	32.71	33.53	34.37	35.23