

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 13. GENERAL POLICIES

### 13.1 NEPOTISM

MAINTENANCE OF A PROFESSIONAL RELATIONSHIP BETWEEN EMPLOYEE AND IMMEDIATE SUPERVISOR IS REQUIRED IN ORDER TO ENSURE IMPARTIAL AND FAIR MANAGEMENT DECISIONS. APPROPRIATE EMPLOYEE/DIRECT SUPERVISOR REPORTING RELATIONSHIP WILL REFLECT BE MAINTAINED TO AVOID ANY INDICATION OF FAVORITISM TOWARD A RELATIVE. THIS PRACTICE OF NEPOTISM IN HIRING OF PERSONNEL OR AWARDED CONTRACTS IS FORBIDDEN.

A PERSON WHO IS RELATED WITHIN THE SECOND DEGREE BY AFFINITY (MARRIAGE) OR WITHIN THE THIRD DEGREE OF CONSANGUINITY (BLOOD, INCLUDING ADOPTED RELATIVES) TO THE AFFECTED IMMEDIATE SUPERVISOR WILL NOT BE HIRED OR AWARDED A CONTRACT. (see appendix for a chart of these relationships)

OTHER PERSONNEL ACTIONS INCLUDING DEMOTION, PROMOTION, TRANSFER OR OTHER ACTIONS WILL NOT BE TAKEN THAT WOULD RESULT IN:

ANY EMPLOYEE'S SUPERVISING ANOTHER EMPLOYEE WHO IS RELATED WITHIN THE SECOND DEGREE OF AFFINITY OR THE THIRD DEGREE OF CONSANGUINITY TO THE SUPERVISORY EMPLOYEE OR THE APPOINTMENT OF A HUSBAND AND WIFE, JOINED EITHER BY LEGAL OR COMMON LAW MARRIAGE, IN THE SAME DEPARTMENT.

HOWEVER, HIRING OF RELATIVES WITHIN THE SAME DEPARTMENT MAY BE PERMITTED WHEN APPROVED BY THE COMMISSIONER'S COURT.

(see Procedures Manual for detail of Affinity and Consanguinity Relationships)

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## **SECTION 13. GENERAL POLICIES**

### **13.2 PERSONAL APPEARANCE**

EMPLOYEES AND OFFICIALS OF THE COUNTY ARE ENCOURAGED TO SET AND MEET HIGH STANDARDS IN PERFORMING QUALITY WORK AND TO PRESENT A PROFESSIONAL PERSONAL IMAGE TO THE PUBLIC.

EMPLOYEES AND OFFICIALS ARE EXPECTED TO EXERCISE REGULAR HYGIENE CARE AND TO DRESS IN A PROFESSIONAL MANNER AS APPROPRIATE TO THE JOB BEING PERFORMED.

EACH DEPARTMENT HEAD WILL SET THE STANDARD APPROPRIATE FOR THE WORK PERFORMED AND WILL BE RESPONSIBLE TO ENFORCE SUCH STANDARDS.

#### **UNIFORMS**

THE COUNTY SHERIFF AND COUNTY ROAD AND BRIDGE DEPARTMENTS PURCHASE UNIFORMS FOR AFFECTED EMPLOYEES.

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### SECTION 13.3. VIOLENCE IN THE WORKPLACE

THREATS, THREATENING BEHAVIOR, OR ACTS OF VIOLENCE AGAINST EMPLOYEES, VISITORS, OR OTHER INDIVIDUALS ON COUNTY PROPERTY OR FUNCTIONS IS NOT ACCEPTABLE. ANY VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL AND POSSIBLE PROSECUTION. ANY INDIVIDUAL MAKING THREATS, THREATENING BEHAVIOR OR ENGAGES IN VIOLENT ACTS ON COUNTY PROPERTY OR FUNCTIONS WILL BE REMOVED FROM THE PREMISES AND WILL REMAIN OFF COUNTY PREMISES PENDING THE OUTCOME OF AN INVESTIGATION.

COUNTY EMPLOYEES WILL NOTIFY THE APPROPRIATE RESPONSIBLE PARTY (SUPERVISOR/DEPARTMENT HEAD, COUNTY JUDGE, SHERIFF) IN EMERGENCY SITUATIONS OF THREATS THEY WITNESS OR RECEIVE, IN ADDITION TO ANY THREATS THEY ARE TOLD ANOTHER INDIVIDUAL WITNESSED OR RECEIVED. EMPLOYEES SHOULD REPORT ANY BEHAVIOR THAT THEY WITNESS ON COUNTY PROPERTY THAT THEY REGARD AS POTENTIALLY THREATENING OR VIOLENT OR THAT COULD ENDANGER THE HEALTH OR SAFETY OF AN EMPLOYEE.

UNAUTHORIZED WEAPONS IN THE WORKPLACE ARE PROHIBITED. PROHIBITED WEAPONS INCLUDE, BUT ARE NOT LIMITED TO:

- ANY UNAUTHORIZED WEAPON OR EXPLOSIVE,
- ALL UNAUTHORIZED FIREARMS,
- ALL ILLEGAL KNIVES OR OTHER UNAUTHORIZED KNIVES,

AUTHORIZATION OF A WEAPON IN THE WORKPLACE IS COMPLETED BY REVIEW BY THE DEPARTMENT HEAD AND COUNTY JUDGE FOR JOB RELATEDNESS AND CONCEALED WEAPON STATUS IN CONSULTATION WITH THE HUMAN RESOURCES DIRECTOR FOR REVIEW OF PERSONNEL POLICY APPLICATION. THE COUNTY ATTORNEY OR DESIGNEE IS CONSULTED AS NEEDED. A COPY OF EACH WRITTEN AUTHORIZATION IS PLACED IN THE EMPLOYEE FILE, WITH NOTICE TO THE SHERIFF.

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### SECTION 13 GENERAL POLICIES

#### SECTION 13.4. INCLEMENT WEATHER

IN THE EVENT OF INCLEMENT WEATHER, EACH DEPARTMENT HEAD WILL DETERMINE WHETHER THE OFFICE WILL BE OPEN AND THE SERVICE PROVIDED. THE SAFETY OF THE PUBLIC AND THE EMPLOYEES ARE THE MAJOR CONCERNS.

AN EMPLOYEE WHO REQUESTS TIME OFF DUE TO INCLEMENT WEATHER AND SAFETY CONCERNS, WILL MAKE THAT REQUEST TO THE SUPERVISOR/DEPARTMENT HEAD FOR REVIEW AND FINAL APPROVAL AS APPROPRIATE.

TIME MISSED DUE TO INCLEMENT WEATHER WILL BE REPORTED AS VACATION LEAVE, PERSONAL LEAVE, COMPENSATORY TIME, TIME WITHOUT PAY OR THE DEPARTMENT HEAD MAY APPROVE TIME WORKED IN THE SAME WORK WEEK TO MAKE UP FOR TIME MISSED.

EMPLOYEES WHO PROVIDE AN ESSENTIAL OR EMERGENCY SERVICE ARE SUBJECT TO WORK ASSIGNMENT DURING INCLEMENT WEATHER IN ORDER TO ENSURE SAFETY OF THE PUBLIC. THE DEPARTMENT HEAD IS RESPONSIBLE TO ASSIGN PERSONNEL AS NEEDED TO PROVIDE THAT SERVICE.

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