

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 6. EMPLOYMENT BENEFITS

### 6.1 EMPLOYEE BENEFITS PROGRAM

SET FORTH ON THE FOLLOWING PAGES IS A BRIEF DESCRIPTION OF THE COUNTY'S EMPLOYEE BENEFITS PROGRAMS FOR FULL TIME EMPLOYEES AND ELECTED/APPOINTED OFFICIALS. IN THE EVENT OF ANY CONFLICT BETWEEN THE INFORMATION CONTAINED IN THIS HANDBOOK AND THE INFORMATION THAT APPEARS IN THE MASTER CONTRACTS OF INSURANCE BETWEEN THE COUNTY AND OUR INSURANCE CARRIERS OR OUR MASTER PLAN DOCUMENTS, THE MASTER CONTRACT/DOCUMENTS SHALL GOVERN IN ALL CASES.

THE COUNTY RESERVES THE RIGHT TO AMEND OR TERMINATE ANY OF THESE PROGRAMS OR TO REQUIRE OR INCREASE EMPLOYEE PREMIUM CONTRIBUTIONS TOWARD ANY BENEFITS AT ITS DISCRETION. THIS RESERVED RIGHT MAY BE EXERCISED IN THE ABSENCE OF FINANCIAL NECESSITY. WHENEVER AN AMENDMENT IS MADE TO ANY OF THE COUNTY'S BENEFITS PROGRAMS, THE RESPECTIVE PLAN ADMINISTRATOR WILL DRAFT AND SUBMIT THE AMENDMENT TO THE COUNTY'S POLICY FOR REVIEW AND APPROVAL.

THE RESPECTIVE PLAN ADMINISTRATOR WILL NOTIFY PLAN PARTICIPANTS OF ALL APPROVED AMENDMENTS OR PLAN TERMINATION'S. THE EMPLOYEE BENEFITS PROGRAM SHOULD NOT BE CONSTRUED AS CREATING A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, FOR ANY SPECIFIC DURATION.

THE COUNTY RESERVES THE RIGHT TO TERMINATE ITS EMPLOYEES AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. THE COUNTY ALSO RESERVES THE RIGHT TO MODIFY OR TERMINATE THESE PROGRAMS AT ANY TIME.

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 6. EMPLOYMENT BENEFITS

### 6.2 VACATION

#### ELIGIBILITY

ALL FULL-TIME REGULAR EMPLOYEES SHALL BE ELIGIBLE FOR VACATION BENEFITS.

PART-TIME AND TEMPORARY EMPLOYEES SHALL NOT BE ELIGIBLE FOR VACATION BENEFITS.

#### ACCRUAL RATE

EMPLOYEES WHO HAVE WORKED IN A POSITION ELIGIBLE TO RECEIVE VACATION SHALL EARN VACATION AT THE FOLLOWING RATES:

FULL-TIME REGULAR EMPLOYEES EARN VACATION LEAVE AS FOLLOWS; FIRST YEAR OF SERVICE - .417 DAYS PER MONTH (5 WORKING DAYS OR 3.33 HRS. Per month or 1.54 hrs. PER PAY PERIOD)

SECOND THROUGH TENTH YEAR OF SERVICE - .833 DAYS PER MONTH (10 WORKING DAYS PER YEAR OR 6.66 HRS. PER month or 3.08 PER PAY PERIOD )

OVER TEN YEARS OF SERVICE – 1.25 DAYS PER MONTH (15 WORKING DAYS PER YEAR OR 10 HRS. per month or 4.61 PER PAY PERIOD)

FOR THE PURPOSE OF THIS POLICY, A WORKING DAY SHALL BE DEFINED AS THE REGULAR NUMBER OF HOURS THAT AN EMPLOYEE WOULD BE EXPECTED TO WORK ON A DAY THAT HE/SHE IS SCHEDULED TO WORK.

VACATION SHALL NOT BE ACCRUED WHILE AN EMPLOYEE IS ON LEAVE WITHOUT PAY.

#### INITIAL ACCRUAL AND WAITING PERIOD

ACCRUAL OF VACATION SHALL BEGIN AT THE TIME A NEW COUNTY EMPLOYEE BEGINS TO WORK IN A POSITION ELIGIBLE TO ACCRUE VACATION, BUT AN EMPLOYEE MUST WORK FOR A MINIMUM OF SIX MONTHS IN SUCH A POSITION BEFORE BEING ELIGIBLE TO TAKE ANY VACATION.

THE MAXIMUM AMOUNT OF UNUSED VACATION AN EMPLOYEE SHALL BE ALLOWED TO CARRYOVER TO THE NEXT CALENDAR YEAR IS THE AMOUNT THE EMPLOYEE WOULD EARN IN ONE (1) YEAR AT HER/HIS CURRENT ACCRUAL RATE. ANY ACCRUED VACATION OVER THE MAXIMUM WILL BE USED BY DECEMBER 31 OF EACH YEAR.

ACCRUAL OVER THE MAXIMUM MAY BE ALLOWED IF AN EMPLOYEE IS UNABLE TO TAKE VACATION BECAUSE OF THE NEEDS OF THE COUNTY AND:

- A. THE EMPLOYEES SUPERVISOR PREPARES A WRITTEN REQUEST FOR ACCRUAL ABOVE THE MAXIMUM EXPLAINING WHY THE EMPLOYEE WAS UNABLE TO TAKE VACATION; AND
- B. THE REQUEST IS APPROVED BY THE COMMISSIONER'S COURT.

#### SCHEDULING

SCHEDULING OF VACATIONS SHALL BE AT THE DISCRETION OF THE INDIVIDUAL DEPARTMENT HEADS.

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### VACATION (CONTINUED)

#### **MINIMUM USAGE**

THE MINIMUM AMOUNT OF VACATION THAT MAY BE TAKEN AT ONE TIME SHALL BE ONE HALF (1/2) HOUR.

#### **BORROWING/TRANSFER**

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. THE TRANSFER OF ONE EMPLOYEE'S ACCRUED VACATION TO ANOTHER EMPLOYEE IS PROHIBITED.

#### **PAY IN LIEU OF VACATION**

EMPLOYEES SHALL NOT BE ALLOWED TO RECEIVE PAY FOR VACATION IN LIEU OF TAKING TIME OFF.

#### **HOLIDAY DURING VACATION**

IF A HOLIDAY FALLS DURING AN EMPLOYEE'S VACATION, THE HOLIDAY SHALL BE CHANGED IN ACCORDANCE WITH THE POLICY ON HOLIDAYS AND SHALL NOT BE CHARGED AGAINST THE EMPLOYEE'S VACATION BALANCE.

#### **PAY AT TERMINATION**

IF AN EMPLOYEE HAS WORKED FOR AT LEAST SIX MONTHS IN A 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.

AN EMPLOYEE WHO HAS NOT WORKED FOR A MINIMUM OF SIX MONTHS IN A POSITION WHICH ACCRUES VACATION SHALL NOT BE ELIGIBLE FOR ANY VACATION PAY UPON TERMINATION OF EMPLOYMENT.

AN EMPLOYEE WHO CHANGES OR TRANSFERS TO ANOTHER POSITION WITHIN THE COUNTY WILL TRANSFER THE ACCRUED PERSONAL /SICK LEAVE AND THE PROVISIONS OF 6.2.2 DO NOT APPLY. (see also policies on benefits section 6 and section 4 classifications of employment).

#### **RECORD KEEPING**

EACH EMPLOYEE SHALL BE RESPONSIBLE FOR ACCURATELY RECORDING ALL VACATION TIME USED ON HIS/HER TIME SHEET.

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 6. EMPLOYMENT BENEFITS

### 6.3 MEDICAL INSURANCE

#### ELIGIBILITY

COUNTY EMPLOYEES WHO ARE ELIGIBLE FOR THE GROUP MEDICAL INSURANCE BENEFIT ARE THOSE WHO ARE DESIGNATED AS FULL TIME REGULAR EMPLOYEES OR ARE IN AN APPOINTED OR ELECTED OFFICIAL CAPACITY.

RETIRED EMPLOYEES AND/OR SPOUSES MAY RETAIN GROUP EMPLOYEE INSURANCE AT COUNTY RATES ON A SELF PAID BASIS UNTIL ELIGIBLE FOR MEDICARE COVERAGE.

#### DEPENDENT COVERAGE

ELIGIBLE EMPLOYEES MAY COVER THEIR QUALIFIED DEPENDENTS BY PAYING THE REQUIRED PORTION OF THE PREMIUM FOR THE DEPENDENTS.

DEDUCTIONS FOR DEPENDENT COVERAGE SHALL BE MADE THROUGH PAYROLL DEDUCTION FROM THE EMPLOYEE'S PAYCHECK EACH PAY PERIOD.

#### LIFE INSURANCE

A LIMITED AMOUNT OF COUNTY PAID EMPLOYEE LIFE INSURANCE WILL BE PROVIDED FOR ALL REGULAR FULL TIME EMPLOYEES AS PART OF THEIR GROUP INSURANCE COVERAGE. ADDITIONAL AND FAMILY/DEPENDENT LIFE INSURANCE IS AVAILABLE AS AN OPTION ON AN EMPLOYEE SELF PAID BASIS.

#### INFORMATION

DETAILS OF COVERAGE UNDER THE GROUP MEDICAL INSURANCE PLAN ARE AVAILABLE IN THE COUNTY HUMAN RESOURCES OFFICE AND MAY BE OBTAINED DURING THE NORMAL WORKING HOURS OF THAT OFFICE.

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### **SECTION 6. EMPLOYMENT BENEFITS**

#### **6.4 RETIREMENT**

PART-TIME REGULAR EMPLOYEES SHALL BE ELIGIBLE FOR THE RETIREMENT BENEFIT THROUGH THE TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM.

#### **CONTRIBUTIONS**

THE COUNTY SHALL MAKE CONTRIBUTIONS TO THE RETIREMENT PROGRAM FOR THE EMPLOYEE.

#### **INFORMATION**

INFORMATION ON THE RETIREMENT PROGRAM MAY BE OBTAINED AT THE HUMAN RESOURCES OFFICE DURING THE NORMAL WORKING HOURS FOR THAT OFFICE.

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## **SECTION 6. EMPLOYMENT BENEFITS**

### **6.5 SOCIAL SECURITY**

ALL COUNTY EMPLOYEES SHALL PARTICIPATE IN THE FEDERAL SOCIAL SECURITY PROGRAM WHICH PROVIDES CERTAIN RETIREMENT, DISABILITY, AND OTHER BENEFITS.

#### **CONTRIBUTIONS**

CONTRIBUTIONS TO THIS PROGRAM SHALL BE MADE BY THE COUNTY FOR THE EMPLOYEE.

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 6. EMPLOYEE BENEFITS

### 6.6 OTHER BENEFITS

CELLULAR TELEPHONE STIPEND. CERTAIN DESIGNATED EMPLOYEES ARE ELIGIBLE FOR A CELL PHONE STIPEND BASED ON THE RESPONSIBILITIES OF THEIR POSITION AND ON CALL AND/OR IMMEDIATE RESPONSE TO EMERGENCIES, INCLUDING ELECTED AND APPOINTED DEPARTMENT HEADS, LAW ENFORCEMENT, ROAD AND BRIDGE, EMERGENCY MANAGEMENT EMPLOYEES. THE COMMISSIONERS' COURT SETS THE STIPEND RATE WITH UPDATES AS NEEDED. THIS IS A TAXABLE BENEFIT AND SUBJECT TO INCOME REPORTING.

New 1-28-13