

AGENDA ITEM # 29

September 23, 1997

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Consider authorizing sale of surplus vehicles, equipment and seized and abandoned items at next Gaston & Sheehan auction.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To authorize sale of surplus vehicles, equipment and seized and abandoned items at next Gaston & Sheehan auction.

Vote: Motion carried 4 - 0

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AGENDA ITEM # 30

September 23, 1997

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Consider approving Chief Elliott to buy back military time.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To approve Chief Richard Elliott buying back military time in the amount of \$750.00.

Vote: Motion carried 4 - 0

AGENDA ITEM # 31

September 23, 1997

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Consider approving any budget amendments for the 1997/98 budget.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To approve budget amendments for the 1997/98 budget.

Vote: Motion carried 4 - 0

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09/19/97

BUDGET AMENDMENT FOR 1997/98 ADOPTED BUDGET

NOTE: (All salary calculations include fringe)

		ESTIMATED COST
1)	(2) New CID Sgt positions should be funded at 21/3 instead of 21/1 Base Salary for CID Sgt was established 2 years ago at 21/3	\$3,246.00
2)	(2) Commissary workers increases Stowall 16/4 (increase of 5%) Benton 14/3 (increase of 5%)	\$2,500.00
3)	Salary Increase for Better Chance Employee	\$1,411.00
4)	Part time Bailiff position -hourly rate increase from 6.25 to 7.00 hr. This is paid from Courthouse Security Fund	\$6,000.00
5)	County Treasurer (increase by Grievance Committee)	\$2,050.00
6)	Reclassification of (1) Juvenile Services employee from 24/4 to 25/4	\$2,640.00
7)	Salary increase for Extension Agents 2.5% increase would be 11,378. increase of 325. x 4 5% increase would be 11,665. increase of 660. x 4	\$20,000.00 \$1,500.00
8)	Vehicle for Extension Service Increase in Travel for Extension Service 181, to 1911	\$1,375.00
9)	Mechanic I position in URS should be changed from 19/4 to 18/4	\$25,500.00
10)	New Line item-Motorola Lease payment	\$96,961.00
11)	Roll-over of Disaster Fund balance current balance	\$396.00
12)	Garbage collection-Taylor building \$33.00 x 12 months	\$12,000.00
13)	New Line item for 576-Juvenile Services for Vertex fee	\$175,579.00
	Estimated total to fund all changes including Ext. Serv. increase at 5%-General Fund	
14)	\$50,000 from R&B cash ending for Fleet Maintenance (county-wide)	\$50,000.00

approved 9-23-97
John C. Dwyer

STATE OF TEXAS

COUNTY OF WILLIAMSON

AN ORDER ADOPTING THE 1998 COUNTY BUDGET
(As amended Sept. 23, 1997)

WHEREAS, the Williamson County Commissioners Court is authorized and required to adopt an annual budget for all Williamson County officials and their departments after due consideration;

WHEREAS, the Williamson County Commissioners Court did invite and encourage public participation from County officers, precinct officers, department heads, and the general public, as to the various needs of the citizens of Williamson County for the fiscal year 1998;

WHEREAS, the Williamson County Commissioners Court, after a full discussion of the needs, did make changes in the proposed budget filed by the County Judge in accordance with law; NOW

THEREFORE, BE IT ORDERED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT that the proposed budget filed by the County Judge and amended by the Commissioners Court be adopted with the following provisions:

1. Salaries for County and Precinct Officials are set as follows:

a)	Judge of the County Court	\$59,193.75 per year
b)	Judge of the County Court at Law #1	\$80,000.00 per year
c)	Judge of the County Court at Law #2	\$80,000.00 per year
d)	County Attorney	\$65,113.13 per year
e)	County Sheriff	\$59,193.75 per year
f)	County Clerk	\$48,431.25 per year
g)	County Tax Assessor/Collector	\$48,431.25 per year
h)	District Clerk	\$48,431.25 per year
i)	County Treasurer	\$36,377.25 per year
j)	Each County Commissioner	\$48,431.25 per year
k)	Each Justice of the Peace	\$38,745.00 per year
l)	Each Constable	\$35,513.18 per year

2. The number of employee positions established and authorized for each official and/or department, and the maximum allowable salary for each position is reflected in the minutes of the Commissioners Court meetings. No County or Precinct Official or Department Head is required to pay the maximum salary allowed; the actual salary to be paid to each employee is to be decided by the employing officials or department head, and is to be certified by the County Judge's office before the last day of the pay period. The County Judge's office will forward all approved payroll information sheets to the Payroll Dept.

3. The expense allowance for all officials and all employees is as follows:

- a) Any County official or employee that is required to use his/her personal automobile while on official County business may be entitled to receive mileage at the Internal Revenue Service allowable deduction for mileage, upon submitting the required documentation to the County Auditor.
- b) The Sheriff, each Constable, all criminal investigators, EMS Director, the Maintenance Supervisor, the Agricultural Extension Agent and the mental transport officer are to be provided with a County vehicle.
- c) All officials, their employees, and the employees of other departments may be entitled to full reimbursement for lodging expenses when traveling out of the County, beyond a 50 mile radius of Williamson County on official County business, if said travel is approved by the employing official or department head and the required documentation is submitted to the County Auditor.
- d) All officials, their employees, or the employees of other departments may be entitled to reimbursement for any meals eaten when traveling out of the County on official County business, if said travel is approved by the employing official or department head, and the required documentation is submitted to the County Auditor. The maximum meal reimbursement is limited to \$28.00 per day including tax and 15% on gratuities and does not include alcoholic beverages. Receipts are required for all reimbursement requests.
- e) For any official, their employee, or the employees of other departments to receive expense allowances under c), d), or e) above, the funds to be used to pay the reimbursement must have been appropriated by the Commissioners Court prior to the expenses being incurred.
- f) Transfer of funds out of the following line items will not be allowed:
1) Salaries; 2) Fringe Benefits; 3) Training 4) Vehicle Deductible
Transfer of funds into the above line items may be allowed.
- g) Incurred costs of personal calls made on portable telephone or vehicle-mounted telephones owned by the County shall be reimbursed to the County upon receipt of telephone bill.

4. The use of County equipment or vehicles for personal use is prohibited by law, but because of the need for specific officials and specific employees to respond to emergencies at night or on weekends, the following officials and employees are authorized to take a County vehicle to their home at night, even though this involves the use of a County vehicle for travel to and from their home each day:

- a) County Sheriff
- b) each County Commissioner
- c) each Constable and Deputy Constable
- d) all Sheriff deputies and investigators

- e) Unified Road Superintendent
 - f) any road and bridge employees designated by the Unified Road Superintendent and approved by the Commissioners Court.
 - g) County Maintenance Supervisor
 - h) EMS Director
 - I) Mental Health Transport Officer
5. All officials, their employees, department heads and their employees shall be paid every other Friday, for the two week work period ending the previous Thursday prior to the payday. If the pay day falls on a holiday, payday shall be the last working day prior to the holiday.
6. All employees of officials or employees in any other department, including any department head appointed by the Commissioners Court, shall be paid longevity pay, above their regular salary set by the employing official or department head. Longevity pay is related solely to length of total service with the county. Longevity pay shall begin with the pay period following the completion of five years employment and shall increase on the pay period following each additional five years of employment, to a maximum of twenty five (25) years. Longevity pay shall be paid (26) times per year. Longevity pay shall be paid as follows:
- \$25 per month (\$11.54 per pay period) after completing five years of employment
 - \$50 per month (\$23.08 per pay period) after completing ten years of employment
 - \$75 per month (\$34.62 per pay period) after completing fifteen years of employment
 - \$100 per month (\$46.16 per pay period) after completing twenty years of employment
 - \$125 per month (\$57.70 per pay period) after completing twenty five years of employment.
- One hundred twenty five dollars (\$125.00) per month shall be the maximum allowable longevity.
7. The established holiday schedule for paid holidays for the 1996-97 budget year is as follows:
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|------------------------|--------------------------------|
| Veterans Day | - Tuesday, November 11, 1997 |
| Thanksgiving | - Thursday, November 27, 1997 |
| | - Friday, November 28, 1997 |
| Christmas Holidays | - Wednesday, December 24, 1997 |
| | - Thursday, December 25, 1997 |
| | - Friday, December 26, 1997 |
| New Years Day | - Thursday, January 1, 1998 |
| Martin Luther King Day | - Monday, January 19, 1998 |
| Memorial Day | - Monday, May 25, 1998 |
| Independence Day | - Friday, July 3, 1998 |
| Labor Day | - Monday, September 7, 1998 |

Employees scheduled to work on a paid holiday will be allowed an alternate day, in place of the holiday,
subject to the approval of the employing official or department head.

8. The employees of elected officials and employees of department heads will accrue vacation hours as follows:

0-5 years of employment will accrue 3.08 vacation hours per pay period. After completing (5) years of employment four hours vacation will be accrued per pay period, and after (10) years employment five hours vacation will be accrued per pay period.

a) Vacation will be accrued on the payroll system. Employees may carry-over vacation balances as follows:

0-5 years	- 80 Hours Vacation Accrued
5-10 years	- 120 Hours Vacation Accrued
10 + years	- 160 Hours Vacation Accrued

If an employee reaches maximum accrual, no further vacation will be accrued until the employee has take vacation hours.

Employees on shift work may take vacation one shift at a time instead of consecutively with approval of department head.

b) No vacation may be "sold" or "bought".

c) Part-time employees, working 40 hours or more per pay period, may accrue vacation on a pro-rated basis. Example: 40 hours per pay period accrues 1.54 hrs. vacation. No seasonal or temporary employees may accrue any vacation hours.

9. Any elected official's employees and department heads and employees shall accrue (13) thirteen days of sick leave per fiscal year. Sick leave may be used to care for immediate family as defined in the Family and Medical Leave Act policy adopted by Commissioners Court.

a) Sick leave will accrue at the rate of (4) hours per pay period. Sick leave hours will be accrued on the payroll system. Paid sick leave is accumulative up to (60) sixty days (480) hours.

b) No sick leave may be "sold" or "bought".

c) The Family and Medical Leave Act policy adopted by Commissioners Court will be the official guideline for serious illness of employee, maternity leave, adoption, foster care placement, or the serious illness of an employee's child, spouse or parent.

d) Part-time employees, working 40 hours or more per pay period, may accrue sick leave on a pro-rated basis. Example: 40 hours per pay period accrues 2 hrs. sick leave. No seasonal or temporary employees may accrue any sick leave.

Any part-time employee working for the County at least 1250 hours for one or more years will be included within the Family and Medical Leave Act policy adopted by the Commissioners Court.

10. Any official or department head may grant paid emergency leave up to (2) days per fiscal year in addition to vacation or paid sick leave. Emergency leave may be granted for any of the following: Funerals of relatives or close friends, auto accidents, or emergency repairs of home or autos. Emergency Leave is non-accumulative and may not be "sold" or "bought".

Any official or department head may also grant (1) floating holiday per fiscal year to an employee for personal or business reasons. The floating holiday may be used for any reason other than sick or recreational. The floating holiday is non-accumulative and may not be "sold" or "bought".

11. Any official or department head shall grant paid County and District jury duty leave to any employee.

12. Under the Family and Medical Leave Act policy all employees will be required to use all accrued sick, vacation and earned comp time to have compensation under FMLA. At the end of the (12) weeks for FMLA or for reasons other than FMLA, employees may be placed on unpaid leave if the department head can discharge the responsibilities of their office without the presence of the employee. While on FMLA or unpaid leave the employee shall not accrue any vacation or sick leave hours. As long as the employee is on FMLA or leave without pay, the employing official or department head may not hire another regular, full-time employee to fill that position, unless expressly authorized to do so by the Commissioners Court.

13. All eligible County and Precinct officials, employees and retirees will have the opportunity to enroll in one of the health benefit plans under the Self Funded Williamson County Benefits Programs or the Scott and White HMO plan. All employee health premium rates will be paid on a pretax basis through payroll deduction. The employee health premium rates will be determined each year by the Williamson County Benefits Committee and approved by the Commissioners' Court. The County will fund the balance of the total health premium that is over and above the portion paid by the employee. County and Precinct officials, employees and retirees may also cover their eligible dependents under the same health benefit plan that they elect. The appropriate additional premium for dependent coverage will also be deducted through payroll on a pretax basis. The eligible retiree will be provided health benefits for a specified premium rate, again, with the County funding the balance of the total health premium. The retiree may also cover their eligible dependents for an additional specified premium rate. A retiree is defined as someone who is receiving lifetime monthly TCDRS pension benefit payments. The County will stop insurance coverage on the retiree when a) the retiree reaches age sixty five; (65) or becomes eligible for medicare, whichever occurs first; b) the retiree qualifies for other health insurance coverage; or c) the retiree fails to submit the required set premium. Anyone that retired before April 1, 1994 will have health insurance coverage until age seventy (70). A committee composed of the County Judge, one County Commissioner, and two department heads will serve as trustees of the Williamson County Benefits Program. This committee will act in compliance with the Texas Local Govt. Code, Chapter 172., sec. 172.001-172.015. Texas Political Subdivisions Uniform Group Benefits Program.

14. All officials, their employees and employees of other departments that work over (18) hours per week, per year, are required to participate in the Texas County and District Retirement System. The County Treasurer shall deduct the required amount from the employee's salary and the County shall make the required County contribution. The Commissioner's Court has appointed the County Treasurer as custodian of the County Retirement System.

15. In compliance with the Texas Workers' Compensation Insurance Act, all Williamson County employees are provided Workers' Compensation coverage. The County's coverage is provided through the Texas Association of Counties Workers' Compensation Claims Fund. More information about Workers Compensation rights may be obtained from the Texas Workers Compensation Commission, or by calling (512) 448-7900, or by contacting the Williamson County Employee Benefits Department.. The Williamson County Employee Benefits Department will report all

injuries to the Third Party Administrator for the Texas Association of Counties Workers' Compensation Claims Fund as they are reported. Claims for lost time are forwarded to the Texas Workers' Compensation Commission by the Third Party Administrator.

16. In compliance with the Texas Department of Transportation's regulations for drug and alcohol testing, Williamson County employees or potential employees who possess CDL licenses and operate County owned equipment or vehicles are subject to pre-employment, random and post-accident testing. Potential employees of the Williamson County Sheriff's Department are subject to pre-employment testing.

17. An Employee Assistance Program (EAP) is available to Williamson County Employees and their eligible dependents. The EAP may be used for individual, confidential treatment of work-related problems or personal problems. It may also be utilized, at the supervisor's discretion, as treatment for various work related personnel problems.

18. Williamson County will comply with all Fair Labor Standards Act Rules and Regulations. Employee records will be maintained for a minimum of (4) years as mandated by the Act. Williamson County will also comply with American With Disabilities Act and The Family and Medical Leave Act.

17. All references to officials includes District, County and Precinct officials and any other officials for which the Commissioners Court has the authority to adopt a budget, and any official, employee, or agency that receives County funds.

WHEREUPON MOTION MADE AND SECONDED, the ORDER ADOPTING THE 1998 WILLIAMSON COUNTY BUDGET was passed on a vote of 4 for, 0 against. This ORDER being adopted, the County Judge is authorized to sign the ORDER and the County Clerk is instructed to record the ORDER and the Budget in the official minutes of the Commissioners Court.

Approved and signed this 23 day of Sept, 1997.

John C. Doerfler 9-23-97
John C. Doerfler, County Judge

ATTEST:

Elaine Bizzell
Elaine Bizzell, County Clerk

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Amended Sept. 23, 1997 to include the following (2) pages of clarification

AGENDA ITEM # 32

September 23, 1997

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Discuss direct deposit and payroll time changes.

County Treasurer Vivian Wood addressed the court regarding direct deposit and payroll time changes, but no action was taken on this agenda item.

Williamson County

Vivian L. Wood

County Treasurer



MEMORANDUM

Date: September 22, 1997

To: Judge John Doerfler
Commissioner Mike Heiligenstein
Commissioner Greg Boatright
Commissioner David Hays
Commissioner Jerry Mehevec

From: Vivian L. Wood
County Treasurer

Re: Payroll Issues

The discussions in regard to direct deposit for payroll and the needed changes for the pay period have been ongoing since January. There are several areas that need continued discussion before the decision is made to go to a payroll direct deposit process for County, Adult Probation and Health District employees.

The present pay periods are from 12:01 a.m. Friday through Thursday midnight, covering a 14-day period of time. All payroll time sheets are due in our office on the Friday preceding payroll the next Friday. We are still getting time sheets and changes of information on days worked, time off, terminating employees and new hires on Tuesday and in some instances on Wednesday. The Auditors come in on Wednesday to begin their review of the randomly selected employees on the payroll master we ran on Tuesday afternoon or evening. On Wednesday night another payroll master is run with any corrections made. The Auditors continue their work on Thursday. The master with the check numbers on it is taken to the County Judge for review and an approval signature as soon as we can get the check run completed. In order to complete the process, checks are being cut before the Auditor has finished the review of all vacation, sick, and comp times submitted for every County employee.

Funding requirements for the County, Adult Probation and the Health District are submitted for approval and the data is given to each department. Each entity brings the check to our office. The payroll checks are signed, separated, burst

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